

BELINDA L. ALANIZ

address
city state zip
phone
email

Senior Real Estate Management Specialist

TRACK RECORD OF SUCCESS IN OPTIMIZING PERFORMANCE OF MULTI-MILLION DOLLAR ASSETS

PROFILE

Results-driven Property Manager offering over a decade of leadership experience in broad commercial real estate; have held accountability for \$10M+ in P&L and managed 2.4M retail sq. ft., 86K office sq. ft. and 811K industrial/flex sq. ft. in commercial property ~ Expertise in boosting asset value, maximizing total return, reducing costs, and increasing bottom-line profitability ~ Talent for identifying and capitalizing on opportunities and defining strategies and processes for optimizing asset performance in competitive, challenging markets ~ Extensive background in acquisition and disposition due diligence, lease agreement negotiations, capital/tenant improvement project oversight, bid qualification/review/award, contractual compliance, budgeting projections/re-forecasting, operating statement/variance analysis, and rent roll preparation ~ Hands-on, motivating leader who effectively builds and directs high-performance teams and effectively collaborates with all stakeholders in achieving objectives

KEY ACHIEVEMENTS

- CB Richard Ellis *Rising Star Award*, 2007 and *Orlando Real Estate Manager of the Year*; CB Thomas Gregory
- Steered special projects and tenant improvements valued at \$1.1M to deliver *3% under budget* and within deadlines; CB Thomas Gregory
- *Reduced operating expenses 30%* by strategically streamlining vendors from 30 to 5 and persuasively negotiating competitive pricing while maintaining quality and performance objectives; CB Thomas Gregory
- *Reduced portfolio expenses by 60%+* through innovative alternative solutions to rising utility and operating costs while further boosting bottom-line profits by facilitating *3% year-over-year controllable expense reductions*; 2005-2006
- Captured *over \$1M in renewals* by strategically mediating and steering negotiations; 2005-2006
- Effectively packaged, marketed and brokered disposition of Taco Bueno site at *5% cap rate*; 2004-2005

CAREER TRACK

REAL ESTATE MANAGER, CB Todd Graham-Orlando, FL 2006-Present

- Profitably control \$7M+ in P&L in operating \$1.5M+ sq. ft. within Orlando MSA for global real estate company; includes overseeing 10 properties, 4 staff and 20+ contractors as well as serving as key liaison amongst 3 portfolio owners, 230 tenants and 4 landlord leasing agents
- Effectively steer contract negotiations, manage properties, oversee construction projects, and drive multi-million dollar projects to on-time, on-budget delivery; report directly to Director of Orlando, senior executives and clients on financial performance of assets, execution of business plans and compliance with portfolio strategic vision and direction
- Cost-effectively allocate and administer operating budgets with aggregate EBITA of \$8M+ annually as well as manage 5-year/10-year projections
- Collaborate with Owner representatives in planning and monitoring \$45M capital improvements supporting enhancement of 400K sq. ft. retail center space
- Proficiently conduct due diligence on 634K sq. ft. of retail shopping centers; spans estoppels and SNDA as well as assisting Asset Managers with pro-forma data and supporting attorneys in reviewing lease information

PROPERTY MANAGER, Jameson-Shard Company-Dallas, TX 2005-2006

- Reporting directly to CFO, led a team of 3 direct reports in cost-effective, profitable management of 910+ sq. ft. of retail, office and industrial/flex space while simultaneously collaborating with developer clients in all lease negotiations and overseeing relations with 65 tenants
- Provided expert portfolio reporting, management and income and expense forecasting on all owned assets and efficiently compiled and prepared quality sales and marketing packages
- Facilitated disposition due diligence on 409K sq. ft. of industrial and office space portfolio

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PROPERTY MANAGER/RESEARCH & SALES, OakValley Investments-Dallas, TX 2004-2005

- Successfully created and followed up on marketing plans to optimize value on disposition of assets
- Substantially boosted occupancy through strategic goal setting and delivery of quality service in assisting leasing with prompt inbound phone handling
- Authored, produced and presented dynamic sales and leasing packages, executive summaries and demographic analyses for owners and capital partners as well as researched, targeted and cold called prospective tenants, playing a key role in maximizing property/asset performance in competitive markets
- Efficiently employed Argus in generating development and sales pro formas for proposed acquisitions and dispositions

Prior Background

Member Services Representative, Navy Federal Credit Union-Rota, Spain; 2003-2005

Delivered exceptional member servicing and played key role in driving business growth in providing expert budgeting and loan recommendations to over 5K members

Assistant Property Manager, New Plan/Bradford Management Company-Dallas, TX; 2000-2002

Served as key liaison to 350+ tenants along with 3 partners and 25 leasing agents in ensuring optimal management of \$12M annual EBITA 904K sq.ft. power center

EDUCATION & PROFESSIONAL DEVELOPMENT

BS, Business Administration w/Finance Minor, University of Maryland University College-Heidelberg, Germany; 2004
GPA: 3.7/4.0 scale

Florida Salesperson License #3202432

Texas Salesperson License #0551546

COMMUNITY LEADERSHIP/AFFILIATIONS

Member, International Council of Shopping Centers (ICSC)

Counselor, Navy Marine Corp Relief Society

Kick Boxing Instructor, Morale & Welfare Dept., Naval Station-Rota, Spain

Volunteer, Habitat for Humanity-Dallas, Orlando and Central Florida

CBRE Team Leader, National Kidney Foundation; raised \$10K+ annually through JDFR Golf Tournament

Volunteer, St. Theresa Catholic Church food kitchen

TECHNICAL PROFICIENCIES

- Microsoft Office
- Timberline
- Skyline
- JD Edwards
- QuickBooks

- Argus
- Yardi
- MRI
- Spectra
- Kardin

- Adobe Acrobat
- Call Center Workstation
- AUTOCAD
- Lotus Notes
- AS400