



Commercial Property Manager

James Aldrich

Professional summary

Experienced Commercial Property Manager with over 12 years of success in overseeing office buildings, retail spaces, and mixed-use properties. Adept at maximizing property value, ensuring tenant satisfaction, and maintaining financial performance. Skilled in lease negotiations, property maintenance, and fostering positive landlord-tenant relationships.

Experience

Commercial Property Manager

June 2019 - Now

CBRE Group, Inc. / New York, NY

- Manage a portfolio of 10 commercial properties, including Class A office buildings and retail spaces, totaling over 1.2 million square feet.
- Achieve 98% occupancy rate by implementing innovative marketing strategies and fostering tenant relationships.
- Oversee annual budgets exceeding \$10M, reducing operating expenses by 12% through vendor negotiations and energy efficiency initiatives.

Assistant Property Manager

March 2016 - May 2019

JLL (Jones Lang LaSalle) / Chicago, IL

- Assisted in managing a portfolio of 15 properties, including office parks and shopping centers.
- Coordinated maintenance requests, reducing tenant response times by 20%.
- Analyzed financial reports and prepared monthly summaries for senior management.

Property Administrator

July 2013 - February 2016

Lincoln Property Company / Dallas, TX

- Provided administrative support for a portfolio of 8 office properties.
- Handled tenant inquiries, rent collection, and lease documentation.
- Streamlined vendor payment processes, reducing late payments by 25%.

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New York, NY

Education

Bachelor of Business Administration (BBA) – Real Estate Management

University of Texas at Austin

Graduated May 2013

Certifications

- Certified Property Manager (CPM) – Institute of Real Estate Management (IREM)
- Real Estate License – State of New York

Skills

Lease Negotiations

Budgeting and Financial Analysis

Vendor Management

Tenant Relations

Property Inspections

Contract Management

Marketing and Occupancy Strategies