

Analytically minded professional with proven success in development, analysis, and portfolio management services. **Highly energetic and well-organized** professional with great interpersonal communication skills; confident in client follow-up, document and contract management, and serving cross-functional project teams. **Versatile and adaptable** to new systems and implementing organizational policies and procedures. Specialized in land and property acquisition research, vendor management, and residential development.

KEY SKILLS & PROFICIENCIES

Corporate Billing | Client Relations | Materials Management | Market Research & Analysis
Proposal Development | Project Scheduling | Vendor Selection
Software: BlueBeam | Coupa | Microsoft Office Suite | Newforma | Procore | Vision

PROFESSIONAL EXPERIENCE

VANDERBILT UNIVERSITY | *Nashville, TN* 2021 – PRESENT
REAL ESTATE MANAGER

- Serve as the Real Estate contact for major renovation projects. Lead internal project approvals, contract execution process, engage all necessary internal VU stakeholders, provide updates to leadership, work with VU accounting team on setting up budget
- Acting primary real estate contact for space planning purposes and escalated property management issues
- Track key performance indicators quarterly, conduct tenant satisfaction surveys, and make recommendations for improvements
- Manage the bid process for property management contracts as needed
- Assist the Director in preparation of reports, executive-level presentations for senior leadership, and lead research and data analysis on special reports
- Analyze potential acquisition and disposition opportunities to determine expected property performance and impact on portfolio
- Serve as the central Project Manager connecting various internal and external parties through all stages of partnerships: strategic project definition, solicitation and developer selection, developer negotiation, construction oversight, and on-going preparations
- Track and delegate next steps: scheduling meetings, reviewing materials and reports, reviewing developer proposals and legal documentation, attending project meetings
- Manage and maintain lease database and information

ALLIANCEBERNSTEIN | *Nashville, TN* 2019 – 2021
FACILITY OPERATIONS COORDINATOR

- Supported the operational and financial objectives of the firm directly impacting maintenance, repair, and service activities related to AllianceBernstein's portfolio of US Domestic sites, physical space and assets
- Maintained COI's, Landlord & Sub-Tenant Statement Processing, Purchase Card System, and organizing the Vendor Invoice Processing system which included coding and allocating costs and submitting for approval
- Reconciled and corrected allocation information in Coupa and VIP accounting systems, worked with the Finance team to resolve internal Purchase Order System payment issues
- Created and documented preparations of Request for Proposal (RFP)/Bid Documents, associated department contract approval and management forms, submissions and contract leveling sheets
- Submitted requests for Qualifications (RFQ) forms to vendors
- Coordinated US Domestic building and AllianceBernstein space access with local property/building management, security and the local AllianceBernstein business
- Administered and coordinated employee parking: new parking requests, garage facility and vehicle information changes, responded to parking concerns, parking terminations, parking validations, prepared and processed related firm and employee costs
- Assisted with transition into the new Nashville HQ by preparing leased office space downtown to be returned to the landlord and organized AllianceBernstein materials to be delivered to our new office building
- Organized and prepared for employee's return to office following Covid 19; planned and prepared socially distanced workspaces, documented employee return dates, prepared office protocol and procedures, purchased sanitization supplies and PPE

CONSTRUCTION COORDINATOR

- Compiled and processed general contractor payment applications and validated billing accuracy for the inspectors and bank
- Created and distributed imperative construction documents such as invoices, change orders, notice to proceed, delivery notices, and project closeout notifications
- Consulted with general contractor, builder, and client serving as first point of contact to assist with resolving warranty billings and reimbursement requests
- Researched and solicited new vendors and assisted in the vendor selection process; compared and analyzed pricing and market conditions for review by the Purchasing Director, COO, and Project Managers
- Followed up on proposals submitted; liaised with project managers, architects, and purchasing department responding to inquiries regarding proposals and building drawings
- Managed SLM and Manage Path databases; tracked client and general contractor contact information, contracts, utility information, project data, and financial records

PROJECT ADMINISTRATOR

- Provider of operational and administrative support to multiple project design teams; partnered collaboratively with executive leadership and team management to ensure project timelines are followed and met on a consistent basis
- Facilitated drafting, editing, and processing of fee proposals and all related documents during architectural phases
- Created and reviewed all project contracts to verify correct terms and conditions; ensure fee proposals, payment applications, changes orders, construction change derivatives, RFI's, submittals, and additional services are validated
- Provided guidance and operational assistance in marketing and purchasing properties; created and distributed bid packages to subcontractors and tracked all project data utilizing Procore software
- Curated and prepared project presentations, reports, and other deliverables; communicated project status and WIP data to key stakeholders during physical construction
- Coordinated and scheduled all domestic and international travel arrangements for senior level executives and project managers
- Leader and facilitator of the Spark Program: a ZGF initiative aimed at introducing underprivileged youth to corporate office environment

ADMINISTRATIVE ASSISTANT

- Provided direct executive and operational support to the CEO and approximately 30 employees
- Collaborated closely with the Marketing Manager and marketing team to create promotional materials and literature used at tradeshow
- Member of the research and development team for COBie project (life-cycle information exchange for facility managers); partnered with the Corporate Sustainability Officer to promote a more environmentally conscious office
- Identified and provided research analysis on green supplies, commuting efforts, water/electricity conservation and raising community awareness
- Organized presentations for senior executives and higher learning courses provided by George Mason University and Facility Engineering Associates; formatted, edited, prepared, and distributed internal proposal and submittals
- Recipient of the "Vision Award" in April 2012 for outstanding teamwork and professionalism

ADDITIONAL EMPLOYMENT AND COMMUNITY INVOLVEMENT

Opry Ambassador, Grand Ole Opry- Nashville, TN

2018- 2022

Volunteer, Country Music Hall of Fame and Museum- Nashville, TN

2017- Present

EDUCATION & HONORS

- Bachelor of Science, Radford University, Radford VA
- Executive Board Member of the Panhellenic Council, Member of the Greek honorary leadership society, Rho Lambda
- Recipient of the "Vision Award" at Facility Engineering Associates for outstanding teamwork and professionalism