

A Commercial Property Manager with over 18 years experience from Administrative Assistant to Property Manager, from Class "A" high rise buildings to retail power centers, industrial campuses and walk up commercial projects.



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## OBJECTIVES

- Obtain a Property Management position where my experience at various levels of management will allow me the opportunity for growth in a progressive company.
- Capable individual with excellent organization skills and a capacity to handle challenging situations.
- To contribute to the economic development by promoting the protection of an asset through sound financial procedures.
- Lead a building team to provide the highest level of tenant services and project management.

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## PROFESSIONAL EXPERIENCE

### PROPERTY MANAGER HINES/EQUITY OFFICE

2009 – 2015  
IRVINE, CA

- Manage two high rise Class-A projects totaling 800,000 square feet in Orange County's Airport submarket.
- Prepare annual budgets totaling \$10.0 million, monitor accounts receivable, approve accounts payables, and prepare monthly and quarterly financial reports: variances, forecasting, accruals, capital, and review of cash flow projections.
- Accounts receivable management and monthly reporting within deadline, lease abstracts, sublease review and approval, review and approve operating expense reconciliations.
- Vendor and staff management, with emphasis on outstanding tenant services.
- Key in the disposition of three projects and acquisition of two projects, including Estoppels, contract cancellations and transfer, and collection and distribution of documents during due diligence period.
- Oversee capital projects and tenant improvements, including plan review, tracking of expenses and review of closeout packages.
- Successful transition from Cushman & Wakefield to Hines in 2009, and Hines to Equity Office in 2012. Equity Office granted tenure during the Hines employment period due to partnership of portfolio managed.

### PROPERTY MANAGER

2008 – 2009

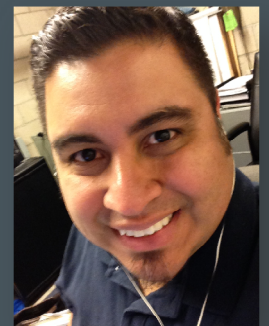
CUSHMAN & WAKEFIELD OF CA

FOUNTAIN VALLEY, CA

- Property Manager overseeing 443,000 square foot commercial low rise campus projects in an Orange County submarket.
- Preparation of monthly, quarterly and annual financial reports: aging, variance, accrual.
- Accounts receivable management and monthly reporting within deadlines; accounts payable processing.

STEVEN MARTINEZ

Commercial Property Manager



- Key in the developing annual operating budget for five buildings in project.
- Management of seven-person building team.
- Project management taken in house by Hines in 2009.

**ASSISTANT PROPERTY MANAGER** **2006 – 2008**  
**VESTAR PROPERTY MANAGEMENT** **CHINO, CA**

- Assistant Property Manager for a 1.2 million square foot retail power center.
- Directly dealt with tenant issues and personalities to achieve conflict resolution.
- Accounts receivable management and monthly reporting within deadlines; accounts payable processing.
- Assist in the development and implementation of annual operating budget.
- Vendor and staff management.
- Research and create Area Market Reports for clients.

**PROPERTY MANAGER/ASST PROP MGR** **2002 – 2006**  
**DAVIS PARTNERS, LLC** **COSTA MESA, CA**

- Promoted to Property Manager for approximately 500,000 sf of commercial, industrial and retail projects.
- Responsible for renewing leases of existing tenants and all lease packages sent to client, including credit review and recommendations.
- Accounts receivable management and monthly reporting.
- Develop and implement annual operating budget.
- Vendor and staff management.
- Tenant improvement supervision and make ready of vacated spaces.

**EDUCATION**

California Department of Real Estate License #01859227  
 Expires 8/4/2017

**2009** **REAL ESTATE TRAINERS**  
 Course completion, renewal courses 2014 **ANAHEIM, CA**

**1993** **RIO HONDO COLLEGE**  
 General Education with emphasis on Art History **WHITTIER, CA**

**1991** **CALIFORNIA HIGH SCHOOL**  
 General Education Diploma **WHITTIER, CA**

**CAREER SKILLS**

Building Operations and management.  
 Budgeting, forecasting, variance reporting, accruals.  
 Staff development, management and training.

**STEVEN MARTINEZ**

Commercial Property Manager



Tenant Improvement management.  
Lease Administration and abstracting.  
Move in and move out process and tracking.  
Leasing and marketing.  
Vendor management and contract negotiation.  
Third Party Management.  
Acquisitions, Dispositions, new building onboarding.  
Aging reports, collections, Notices and Unlawful Detainer process.  
Asset preservation.  
Capital project recommendations, oversight, and expense tracking.

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## COMPUTER SKILLS

Microsoft Applications Word/Excel/Outlook/PowerPoint.  
MRI Accounting System.  
Yardi Accounting System.  
AvidXchange Accounts Payable program.  
CBRE Accounts Payable Proprietary Program.  
Angus Work Order System.  
Networking Troubleshooting and Solutions.

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## PROFESSIONAL AFFILIATIONS

Member, IREM Orange County since 2010  
Member, BOMA Orange County 2014-2015.  
Member, BOMA Greater Los Angeles 2012-2013.  
Member, Rio Hondo District Legal Professional Association 1994-2006.  
Member, Legal Secretaries, Incorporated, of California 1994-2006.  
Member, Los Angeles County Forum of Legal Professionals 1994-2006.

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## ADDITIONAL INFORMATION

Personal Website [smartinezpm.com](http://smartinezpm.com)

STEVEN MARTINEZ

Commercial Property Manager

