




Marcus Lee

Commercial Property Manager

Commercial property manager with eight years of experience managing office and retail portfolios totaling 1.2 million sq ft. Skilled in tenant mix optimization and CAM reconciliation, achieving average lease renewals of 85%. Proficient in CoStar and Yardi Voyager.

CONTACT

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-  Chicago, IL 60605

EDUCATION

Bachelor's Degree in Real Estate
Finance
University of Illinois at Chicago, Fort
Collins, CO
May 2014

KEY SKILLS

- Lease Negotiation
- CAM Reconciliation
- CoSta
- Yardi Voyager
- Financial Forecasting

PROFESSIONAL EXPERIENCE

Commercial Property Manager | Windy City Properties, Chicago, IL
May 2017

- Oversee operations for five mixed-use commercial properties, negotiating leases totaling \$8 M in annual gross revenue
- Implement tenant retention strategies, raising renewal rates from 70% to 85% over two years
- Conduct CAM reconciliations and budget forecasting, reducing variance by 10%

Assistant Commercial Manager | Midwestern Realty, Chicago, IL
June 2014 - April 2017

- Supported leasing and tenant relations for a 300,000 sq ft retail center
- Prepared quarterly financial statements and variance reports in Yardi Voyager
- Coordinated tenant build-outs and improvement projects