



# Lisa Wong

## Retail Property Manager

Retail property manager with five years managing neighborhood shopping centers totaling 500,000 sq ft. Expert in tenant recruitment and operations coordination, increasing mall occupancy from 85% to 95%.

### PROFESSIONAL EXPERIENCE

#### RETAIL PROPERTY MANAGER

SOUTHERN RETAIL PARTNERS, ATLANTA, GA | MARCH 2018

- Manage leasing and operations for a 500,000 sq ft center, raising occupancy from 85% to 95%
- Coordinate center-wide marketing campaigns that boosted foot traffic by 20%
- Oversee common area maintenance and vendor contracts

#### ASSISTANT RETAIL MANAGER

PEACH STATE MALLS, ATLANTA, GA | JUNE 2015 – FEBRUARY 2018

- Handled lease administration and tenant build-out coordination
- Prepared CAM reconciliations and annual budget submissions
- Organized community events driving a 15% increase in weekend traffic

### EDUCATION

#### Bachelor's Degree in Marketing

Georgia Southern University, Statesboro, GA | May 2015

Atlanta, GA 30308

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LinkedIn | Portfolio

### KEY SKILLS

- Tenant Recruitment
- Center-Wide Marketing
- CAM Budgets
- Vendor Management
- Event Coordination