

Colleen M. Lewis

14903 Horton Street, Overland Park, KS 66223 | (239) 220-4167 | cclewis218@yahoo.com

Professional Experience

SENIOR PROPERTY MANAGER | NINE ZERO PROPERTIES, LLC | LENEXA, KS | 2019-PRESENT

- Manage a portfolio consisting of 785,000 square feet of full-service office space as well as a property owners association with walking trails, private roads and ten lakes.
- Oversee a staff of five building engineers and office support staff.
- Evaluate all expenses for the year and suggest re-classifications to ownership.
- Complete annual budgets including entry of expenses and tenant estimates into accounting system.
- Identify areas for cost savings by switching service providers or levels of service.
- Discover deferred maintenance and deficiencies and take corrective action.
- Create spreadsheets detailing lease summary information.
- Review and approve invoices on a daily basis.
- Contact current tenants regarding upcoming lease expirations and discuss renewals.
- Periodically monitor accounts receivables and communicate with tenants to collect outstanding balances.

PROPERTY MANAGER | BLOCK REAL ESTATE SERVICES, LLC | LENEXA, KS | 2016-2019

- Managed a portfolio consisting of 1.4 million square feet of office and industrial space as well as a property owners association.
- Completed annual budgets and recovery reconciliations.
- Assisted financial analysts with Argus runs for property ownership groups.
- Researched different repair and maintenance options and presented recommendations to ownership.
- Completed make ready repairs/improvements to make vacant spaces more marketable to prospective tenants.
- Analyzed and approved monthly financial statements. Worked with property accountants to correct any errors.
- Attended regular construction meetings for tenant improvement work to ensure contractors are adhering to schedules and building policies.
- Obtained competitive bids, prepared bid analysis and initiated service contracts for various service providers.
- Monitored accounts receivables report twice per month and communicated with tenants to collect any outstanding balances. Worked with property accountants to apply late fees as applicable.
- Reviewed invoices for accuracy and coded to the appropriate accounts. Compared expenses to annual budgets and researched any discrepancies.
- Compiled cash flow projection reports and presented to owner for cash calls.

PROPERTY MANAGER | KOVA PROPERTY MANAGEMENT, LLC | NAPLES, FL | 2014-2016

- Managed a portfolio consisting of Class A office, medical and retail space, commercial condominium associations, property owners associations, warehouse, industrial flex space and a marina.
- Assisted in the creation of the property management agreement and property management handbook.
- Created and implemented marina rules and regulations to better protect the property owner.
- Designed new templates for monthly operating reports and annual budgets for the properties and associations.
- Completed lease summaries, move out forms, change orders and reclassification request forms.
- Compiled monthly operating reports including an executive summary, aged receivables, aged payables, bank reconciliation, variance report, budget comparison, income statement, balance sheet, general ledger and rent roll.
- Reviewed receivable reports, placed collection calls to tenants, prepared three-day notices and worked with attorneys on evictions as necessary.
- Prepared annual budgets for properties and associations. Ensured budgets were adhered to throughout the year.
- Held regular board of director meetings, special meetings, annual meetings and budget meetings including scheduling, generating and distributing notices, collecting proxies, leading meetings and producing meeting minutes.

- Acquired new property management clients.
- Regularly ensured physical operations are maintained by conducting on-site inspections.
- Collected essential vendor information including W-9's, certificates of insurance, and state & local licenses.
- Obtained bids for routine maintenance and projects. Hired and supervised contractors.

OFFICE MANAGER | KOVA PROPERTY MANAGEMENT, LLC | NAPLES, FL | 2012-2014

- Streamlined procedures for new listings for Broker and Agents including input on various marketing websites.
- Drafted leases, lease addendums, listing agreements and sales contracts.
- Produced comparative market analysis reports and marketing reports.
- Performed internet research including traffic counts, demographics, and comparable property sales data.
- Established procedures for new employees including obtaining all required paperwork, submitting information to the State of Florida, creating press releases, ordering business cards, and setting up email addresses.
- Implemented new electronic and hard copy systems to track and maintain employee information.
- Negotiated contracts for office equipment.
- Set up multiple sites on SharePoint for different departments to store files and contact information.

ASSISTANT DIRECTOR | CHABAD JEWISH CENTER | NAPLES, FL | 2011-2012

- Created marketing articles for monthly local magazines.
- Produced and distributed weekly electronic newsletters and updated company website on a weekly basis.
- Regularly planned events for 10-500 people which includes: procuring all necessary items and equipment, setting up facility, preparing meals, hiring and overseeing staff.
- Coordinated various educational programs including: processing registrations, receiving payments, sending invoices, orientations and giving tours.
- Ensured that the preschool adheres to all state regulations and requirements.

OPERATIONS MANAGER | GROUPOURCE GPO, LLC | LENEXA, KS | 2001-2010

- Managed a team of up to five analysts and administrative personnel.
- Held weekly staff meetings to discuss departmental goals.
- Created staff handbook including policies, procedures, sales cycle and sample reports.
- Developed processes and tools to streamline operations.
- Set up and maintained several Access databases.
- Generated financial reports including receivables, payables, collections, commissions, income and expense.
- Compiled and submitted payroll reports for processing.
- Produced ad hoc reports for outside sales team and senior management.
- Trained and provided technical support for new and existing staff members.

Education

BACHELOR OF SCIENCE | COMPUTER INFORMATION SYSTEMS | DEVRY UNIVERSITY

- Graduated Magna Cum Laude

Licenses

- Florida Community Association Manager License CAM43988
- Florida Real Estate Sales Associate License SL3329689
- Kansas Real Estate Salesperson License 00241764

Skills

- Expert in Microsoft Excel, Word, Access and Outlook
- Proficient in Microsoft PowerPoint, Publisher, SharePoint, Yardi Genesis, Yardi Voyager, SmartSheets, QuickBooks