

CHELSEA L. GOBEL

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QUALIFICATIONS:

An experienced manager and professional with a proven track record of delivering & exceeding results in diverse sales environments. Strong record of success by increased profits through effective management and relationship building. Superior project management and leadership qualities, as demonstrated by previous teamwork experiences. Self-motivated professional with an orientation to action & a winning attitude.

PROFESSIONAL EXPERIENCE:**NORRIS & STEVENS, INC. (NSI), PORTLAND, OR**

2012 - 2013

COMMERCIAL REAL ESTATE MANAGEMENT – COMMERCIAL PROPERTY MANAGER

- Management of Commercial Real Estate Portfolio consisting of retail, office and flex properties in OR & WA.
- Directing all fiscal policies and objectives in accordance with clients' goals – monthly fiscal reports for client base & annual budgeting.
- Communicated ideas to influence others work effectively with customers, vendors & others.
- The STANDARD REO properties – Commercial Property Manager assigned post month 2 of employment with NSI. Developed and managed strategies aimed to improve the overall effectiveness of the REO Projects management transition, as well as capital improvement project time & resources efficiency management.
- Built & maintained relationships with Key Decision Makers to ensure flawless execution of projects from start to finish.
- Small to medium group presentations demonstrating leadership skills.
- First point of contact for tenants: requiring & further development of problem solving and decision making abilities.
- Portfolio volume increases reflecting firms' confidence in direct employee management & workload abilities.
- Negotiated and facilitated complex financial contracts for physical assets capital improvement projects, & general interior and exterior maintenance.
- Oversaw the account collections and facilitated legal actions during financial leasing disputes.

(2010 – 2012 GRADUATE STUDIES & SMALL BUSINESS PARTNER F.A.R.M. PLEASE SEE BELOW)

C & R REAL ESTATE SERVICES, PORTLAND, OR

2008 - 2010

COMMERCIAL REAL ESTATE PORTFOLIO MANAGER

- Managed 25 property sites & 600,000 + square feet of commercial office, retail, flex & multi-family space.
- Quarterly portfolio volume increase reflecting firms' confidence in direct employee management & workload abilities.
- Developed and managed the execution of quarterly and annual objectives with ownership client base to benefit all parties.
- Analyzed and developed fiscal portfolio annual budgets, fees and reconciliation.
- Leadership of staff, directing & defining job descriptions, performance review responsibility; leadership development in maintaining & increasing portfolio client base.

FELTON PROPERTIES, PORTLAND, OR

2007 - 2008

COMMERCIAL PROPERTY MANAGER/ASSISTANT

- Commercial Real Estate Property Management for Felton Properties in OR & WA.
- Assisted in detailed audits of acquisitions, appraisals, re-finances and management transitions.
- Identified, communicated, & resolved problematic issues and trends through assigned projects & daily tasks.
- Implemented new streamlined processes for third-party employee and contractor management.
- Managed & monitored compliance with agreements & construction loan reserves; resolved Felton, LLC's issues/concerns.

CUSHMAN AND WAKEFIELD OF OREGON, PORTLAND, OR

2005 - 2007

SENIOR ADMINISTRATIVE MARKETING ASSISTANT

- Developed and coordinated marketing material for two Commercial Brokerage teams of eight.
- Designed Print, Email and Online Marketing services & materials for teams' listings, as well as industry events.
- Assisted and supported Brokerage Teams with quarterly sales and promotion design.
- Managed aspects of customer accounts; provided support between Brokerage & Client development.
- Further development of interpersonal & communications skills, along with a cross-functional business knowledge base.

ADDITIONAL EXPERIENCE:

HUMAN RESOURCES ASSISTANT, GREAT NORTHERN STAFF ADMINISTRATORS

SUBSTITUTE TEACHER, ST. CLARE PRESCHOOL (K – 8TH GRADE)

SALES ASSOCIATE, THE MAY COMPANIES (MEIER & FRANK)

BARISTA, KOFFEE KORNER OF EUGENE, OR

EDUCATION:

PORTLAND STATE UNIVERSITY & THE UNIVERSITY OF OREGON

BACHELOR OF SCIENCE, POLITICAL SCIENCE