6500 S.W. Hamilton Way

Portland, Oregon 97225

CATHRYN BOSHEARS

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**OBJECTIVE:** Commercial Property Management Position

**QUALIFICATION HIGHLIGHTS:**

* 20+ years of progressively responsible property management experience:
  + retail (up to 100,000 sq. ft.)
  + light industrial (up to 20,000 sq. ft.)
  + office buildings (up to 50,000 sq. ft.)
* Excellent attention to detail and consistent follow-through
* Readily develops trust and rapport with tenants—experienced in commercial lease negotiations
* Solid knowledge of financial and operating statements
* Track record of effective management of vendor maintenance and repair contracts
* Possesses current Oregon Real Estate License; Bachelor of Science Degree

**RELEVANT EXPERIENCE AND ACCOMPLISHMENTS:**

**Property Operations:**

* As a Senior Property Manager coordinated emergency boiler replacement for a mixed-used complex:
  + arranged for temporary heat (generator);
  + worked with the City to resolve all tenant code violation issues;
  + coordinated all code violations repairs (electrical, safety/fire);
  + oversaw complex boiler installation during busy holiday season.

**Lease Negotiations:**

* Negotiated single-tenant lease (6,000 sq. ft.) involving $100,000+ tenant improvement project:
  + selected general contractor;
  + negotiated lease terms with owner, tenant, and contractor;
  + worked with general contractor to identify impact of upgrades on City codes.

**Client Relations:**

* Oversaw an overdue maintenance project (duct cleaning) for a 10-story condominium complex:
  + coordinated contractor access to all units with tenants and monitored work progress;
  + explained job process and responded to individual home owner questions and concerns;
  + developed a process to improve coordination of future cleanings.

**Administrative:**

* Review monthly financial statements and prepare explanatory reports for owners.
* Prepare annual operating budgets.
* Procure maintenance contracts for each property, including bid process.
* Abstract all commercial leases.
* Prepare lease renewals.
* Monitor all miscellaneous bill backs (reimbursable expenses) to tenants.
* Prepare all tenant reconciliation annually, per lease terms.
* Daily respond to tenant questions regarding billing, needed, repairs.

**EMPLOYMENT HISTORY:**

Income Property Management, Portland, OR

**Property Manger** (20 mixed portfolio) May 1991 to present

Great Northwest Management, Portland, OR

**Property Manager** (11 retail centers) Feb. 1990 to April 1991

Quantum Group/PMSI, Portland, OR

**Property Manager** (10 commercial retail properties) Mar. 1989 to Jan. 1990

Portland Fixture. Mercury Development, Portland, OR

**Senior Property Manger** (10 commercial properties) Oct.1976 to Feb.1989

**Lease Administrator/ Accounts Receivable Supervisor**

**EDUCATION/ LICENSES:**

Bachelor of Science Degree, Portland State University, Portland, Oregon

Current Oregon Real State License (obtained 1978)

**Continuing Education:** Computerized Accounting, Property Management, Supervision, Interviewing, Commercial Leasing, IREN 800, Ethics in Property Management

PLEASE DO NOT CONTACT CURRENT EMPLOYER, Income Property Management