**Yshay Manos**

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**Professional Summary**

* Well-versed in client service with a proactive communication approach to boost customer loyalty and retention.
* Proficient at core business principals, office practices and technology adept with strong computer experience.
* Strategic thinker; receptive, versatile and able to master new skills quickly and efficiently.
* Passionate about Jewish causes and lobbying for Israel.
* Volunteered with the **Lone Soldier** Project as executive assistant to project leader, the late Lt. Col. (res) Tzvika Levy (“the Father of the Lone Soldier”) during fund-raising visits to the United States.
* Assisted organizing meetings and educational seminars with Jewish organization and private groups.
* 16 years of experience representing national & international clientele with commercial real estate needs and objectives.
* Recipient of numerous awards for stellar achievements in the New York and New Jersey real estate markets.
* Assigned to represent an international company across the United States after successfully representing a local franchisee.

Core Proficiencies

***Client Relations | General Management | Computer Skills | Executive Support | Leadership | International Collaboration | Customer Service | Marketing & Sales | Real Estate Investment Analysis | Negotiation |Team Building***

Professional Experience

**Coldwell Banker Commercial – New City, NY & Fort Lee, NJ 2004 – Present**

**Associate Broker, Commercial Real Estate**

Collaborate on real estate projects with domestic and International companies with expansion needs across the United States. Perform property analysis applying studies such as capitalization rates, highest & best use, population growth, traffic patterns, market trends, and tax incentives. Implement marketing campaigns and handle negotiations using in-depth knowledge of real estate market values. Assist landlords with core facets of property management such as rent collections, filling vacancies, preventive maintenance, and repair projects.

**Self-Employed – New York, NY & Suffern, NY 1992 – 2015**

**Consultant**

Provided IT support, training, and digital marketing solutions to increase sales and grow client base. Clients include:

* ***24/7 Security Group****, San Diego, CA*: Digital presentations and marketing strategies that contributed to 25% business growth.
* ***The Davis List*** *– Legal Recruiting*, *East Hampton, NY*: Streamlined data flow and resolved various technical issues.

**Business Management & Retail**

* ***Richfield Fine Arts****/****Moss of SoHo****/****Parr Studios***, *New York, NY*: Owned and managed operations of high-end galleries.  
  Consistently achieved sales volume exceeding $1m annually; managed global client relationships.

Awards

#1 Commercial Leasing listing & transactions, NY (2018/2019) #1 Gross Income (GCI), NY (2016)

#1 Commercial Leasing listing & transactions, NY (2015/2016) #2 Gross Income (GCI) North Region (NY/NJ) (2016)

Volunteering

**The Lone Soldier Project,** Location (2008–2015)

Personal assistant to executive at a world-renowned international fundraising organization.

**Country Lee Farm**, Pomona, NY, (2007–2014)

Assisted at a therapeutic horseback riding facility for veterans with PTSD and children with disabilities.

Education & Certifications

**Associate of Science in Computer Information Systems |** New York University – New York, NY (1996)

Real Estate Licensure and Continuing Education – New York & New Jersey

Military Experience

Veteran, [1 SG], [IDF] (Duty: 1982–1985, Reserve: 1985–1991)

Languages

English • Hebrew