Kimberly Wagner, CPM

116 Cottage Street

# Meriden, CT 06450

(203) 615-2389

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**Education:** Licensed Real Estate Sales Associate

CPM (Certified Property Manager) Designation 2006

Teikyo Post University, Waterbury, CT

Bachelor’s Degree Business Management – 1998

Associates Degree International Business - 1995

**Experience:** MJB Real Estate Services, Corp, Wethersfield, CT 2005-Current

Industry: Real Estate/Leasing Agent/Property Management

Leasing responsibilities include preparing a detailed analysis of market conditions, providing broker price opinions by evaluating comparative properties, reviewing income and expense reports, and generating property condition reports. Successfully negotiated sales terms between national and local tenants and owners.

Management responsibilities are comprised of overseeing over 300,000 sq. ft of primarily retail centers. In addition to the day to day management and maintenance operations, responsible for budgeting, monthly client reporting, cost control, tenant relations and construction management for tenant build outs and capital projects.

The William M. Hotchkiss Company, New Haven, CT 2004 -2005

Industry: Real Estate/Leasing Agent/Property Management

Maintained a diverse portfolio of 100+ units of residential, condominium, and commercial properties. Experienced in budgeting, cash flow analysis, and construction management. Leasing specialist and real estate sales were also part of the job duties.

Realty Executives, Naugatuck, CT 2001 - 2004

Industry: Real Estate Sales

Licensed residential real estate sales professional. Focused on small commercial, residential, and multi-family homes.

Key Accomplishments: 2010 CCIM Scholarship

2006 IREM Local Scholarship for CPM National Exam

2005 IREM Education Scholarship

**Personal:** Proficient in Property Management software, Word, and Excel programs.

Contribute to and coordinate fund raising activities through road racing events.