



Nancy Guo

Leasing Manager

My Contact

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☎ 778-868-5156

📍 Vancouver, BC

Hard Skill

- Leasing negotiation
- Client sourcing
- Retail real estate budgeting
- Interior design

Soft Skill

- Effective communication
- Strong initiative
- Continuous innovation

Education Background

● Academy of Art University

Bachelor of Fine Art, Major: Fashion Design
San Francisco, USA
Completed in 2016

● Harding University

Major: Architecture
Searcy, USA
Jan. 2011 – Aug. 2012

About Me

4 years of experience in commercial retail sales and leasing; strong verbal and written communication skills; excellent work prioritization & planning; proficiency in English, Mandarin and Cantonese.

Professional Experience

Jones Lang LaSalle Incorporated (JLL)

Leasing Manager
Shanghai, China

Oct. 2019 – Aug. 2021

Key responsibilities:

- Facilitate the growth and expansion of both international and local clients
- Source new retailers across the country
- Issue and negotiate offers, leasing negotiation
- Work with internal legal and construction teams

China Merchants Shekou Holdings Co., Ltd

Leasing Manager
Shenzhen, China

Oct. 2017 – July. 2019

Key responsibilities:

- Responsible for leasing, and renewals of portfolio
- Handle renewal and assignment negotiations with existing tenant base
- Perform site reviews, demographic studies, tours to match each tenant's specific needs

Nordstrom (Brand:La Mer)

Sales Associate
San Francisco, USA

Apr. 2017 – July. 2017

Key responsibilities:

- Multiple monthly leading sales
- Selected for the exclusive brand training camp

FRĒDA SALVADOR

Assist Designer (Intern)
San Francisco, USA

May. 2016 – Aug. 2016

Key responsibilities:

- Develop a new product line for young Asian female customers with the marketing and design teams