

Stephanie D. Williams

Administrative & Executive Associate/ Property Management/ Realtor

908-333-7071

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Hillsborough, NJ

Professional Summary

Over 15+ years of Administrative & Property Management, with knowledge of all aspects of the day- to day process, with experience and proven ability. To include, but not limited to accounts receivables, budgets, leasing, renewals, resident/tenant retention, hiring and maintaining relationships with vendors, overseeing all property aspects, Exceptional Landlord and Tenant skills with a proven track record to maintain client tenure, hiring, training. Boosting company morale is a Specialty.

Property Administrator, NE Industrial Portfolio

Jones Lang LaSalle Americas, Inc, E. Rutherford, NJ

March 2022- Present

- Asset Management for 2 major industrial portfolios in NJ, assistant manager for 26-30 Industrial commercial buildings
- Property Managements assistant and support to include, Day to Day Operations- COI tracking, Management audits, budgets, variances, Tenant rent statements and correspondence, Vendor RFP's, Bids & Proposals
- Accounts Payable to include, W-9's, accounts receivables, utility transfers and set ups, Rent Rolls
- Collaborate with Landlord and Tenant for best practices for performance and engagement for successful relationships.

Director of Commercial Leasing Administrator/ Realtor/ Agent

Larken Associates / Raider Realty

February 2006 – December 2020

- Track the entire lifecycle of a deal from inception to execution, Portfolio of 1,000 Tenants
- Organize all leasing related documents and files, including proposals, new leases, renewals, assignments.
- Monitoring and tracking Tenant plans, permits and final approvals to ensure critical dates
- Assist in Tenant Fit Outs and Certificate of Occupancy approvals
- Produce proposals, letters, and memorandums, meeting agendas, presentations, and proofread documents for appropriate grammar.
- Preparation of Lease Approval Request, Amendments, Assignment, Terminations, and related documentation needed for approval and distribute approved Lease Requests to appropriate parties.
- Monitor and track Lease Requests through the approval process.
Assist in the coordination of seminars, conferences and other industry events and attend events as needed.
- Prepare simple legal documents such as License Agreements and Commission Agreement
- Handle leasing inquiries; walk-ins and phone call screening.
- Update marketing materials and lease plans for properties.

- Generate and distribute leasing reports including kick-out, co-tenancy, exclusive use and right of first refusal options, Leasing Status Reports and Lease Expiration Reports.
- Track critical dates as relates to the lease related clauses, lease renewals and lease deadlines.
- Coordinate with leasing and various personnel to effectively resolve issues while maintaining positive and collaborative relationships.
- Handle core administrative duties including scheduling meetings, managing multiple calendars, contact databases, filing, and scanning, copying and other duties as assigned.
- Purchased/ Sold Homes in Somerset, Hunterdon, Mercer and Union County

SKILLS	QUALIFICATIONS
<ul style="list-style-type: none"> • Microsoft Office/365, Outlook, Yardi Voyager, Timberline, MRI, Roof Manager, Building Engines, SharePoint • Detail Oriented, Quick Learner, Leadership, Team/Individual • Strong organizational skills, excellent communication • 15+ years in Property/ Lease Admin Specialist 	<ul style="list-style-type: none"> • NJ Broker License (in process) • Commercial/ Residential (Retail/ Office/ Industrial Leasing • Asset Portfolio Property Management 2-3 mill sq. ft. • Abstract & Lease Interpretation (Leases, Addendums, amendments & sub lease contracts • Accounts Payable/ Receivable/ Job Cost Coding

References Upon Request