**SUSAN M. FARINAS**

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**BILINGUAL COMMERCIAL REAL ESTATE GENERAL MANAGER**

Highly skilled professional with wide-ranging experience in accounting, managerial, operational and lease administration functions for major commercial real estate investment, development, and management companies. Fully bilingual English / Spanish.

* Asset Management
* Capital Budget
* Competitive Bidding
* Conflict Resolution
* Construction Management
* Contract Negotiations
* Customer Service
* Disposition
* Facility Management
* Lease / Rent
* Operations Budget
* Preventative Maintenance
* Property Management
* RFP / RFI / RFQ
* Tenant Relations

**PROFESSIONAL EXPERIENCE**

**SCOUT COLD LOGISTICS, LLC,** Miami, Fl 2021 – Present

**Senior Asset Manager, RPA**

Responsible for five (5) million square feet of cold storage industrial warehouses across the east coast and mid-west, with a focus on Ammonia facilities. Overseeing management teams in four (4) markets ensuring their performance enhances our product. All aspects of asset management considered in this role while also involved in due diligence of potential purchases.

**JONES LANG LASALLE,** Miami, FL 2020 - 2021

**Senior General Manager, RPA**

Overseeing 300,000 square foot 30 story office tower located in the heart of downtown Miami. Managing lease administration, tenant improvements, financial statement preparations, budgeting preparations, disbursement authorizations, training, supervising administrative assistant and engineering department, tenant relations, contracting with vendors.

**FLAGLER REAL ESTATE SERVICES, LLC, (A division of FECI),** Miami, FL 1989 - 2019

Commercial real estate company which has developed more than 30 million square feet of commercial real estate space over the past 30 years.

**General Manager, RPA** (2018 – 2019)

Oversaw and managed all phases of property management operations (construction to turnover) of new Brightline Office and Garage mixed use project located in downtown Miami. Managed engineering and administrative staff of 8. Managed $10 million budget, negotiated all vendor contracts and assisted ownership through disposition of assets.

* Assisted in developing shared entities for ownership, budgets, established policies and procedures for TI's, Vendors, Tenants.
* Oversaw and managed punch list completion with project general contractor and organized in house completion, if required.
* Managed buildout of fitness center.
* Established SOP’s for preferred vendors and rates for amenity center.

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**Senior Property Manager, RPA** (2013 – 2017)

Oversaw 1.5 Million square feet of industrial and class A office buildings. Lease administration with $5 million budget. Managed staff 4, financial reporting, tenant improvements, financial statement preparations, budgeting preparations / review, authorized disbursements, trained / supervised administrative assistants, conducted conflict resolution, contract negotiations.

* Implemented procedures for preventive maintenance saving company unnecessary expense related to unexpected repairs.
* Updated antiquated fire alarm system ensuring tenants’ safety.
* Assisted due diligence through disposition of assets.

**General Manager, RPA** (2011 – 2013)

Oversaw REIT portfolio in South Florida of 4.5 million square feet of industrial and office space with staff of 16 and budget of $20 million. Managed lease administration, tenant improvements, financial statement preparations, budgeting preparations / reviewed disbursement authorizations, training / supervising administrative assistants and coordinating / contracting vendors.

* Established guidelines for all property managers regarding tenant improvements and make readies.

**Property Manager**, **RPA** (2006 – 2011)

Oversaw REIT portfolio in South Florida of 6 Million square feet of industrial and office space with staff of 4 and $25 million budget. Performed lease administration, tenant improvements, financial statement preparations, budgeting preparations / review, authorized disbursements, trained / supervised administrative assistants and coordinated / contracted with vendors.

* Oversaw conversion of property management system for entire portfolio (MRI to Yardi).
* Reduced AR balances by 85% within 90 days of commencement.
* Established move in / out procedures for all managers which resulted in:
	+ More efficient move ins providing operations with thorough and accurate auditing paperwork.
	+ Quicker move out turnarounds for refunding tenant security deposits and turnover of spaces to new tenants.

**Residential Management Roles – 1974 – 1991 – Assisted my parents in all apartment building management in Miami Dade. Rent collections, leasing, turnovers, conflict resolution and owner liaison.**

**ADDITIONAL RELATED EXPERIENCE**

**FIRST CAPITAL COMPANIES**, Atlanta, GA (1984 – 1988)

**Asst. Property Manager / Lease Administrator**

**Property Accountant**

**EDUCATION**

Business Course Requirements, Miami Dade Community College, Miami, FL

Salesperson License, Gold Coast School of Real Estate, Ft. Lauderdale, FL

Graduate, RPA (Real Property Administrator), BOMI Institute

**SKILLS**

Nexus, Microsoft Office Suite (Word, Excel, PowerPoint), Yardi, CTI, Skyline System, Procore