

REBECCA GROTH

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Experience:

- FARBMAN GROUP, Milwaukee, Wisconsin, Property Manager** 2016 – Current
- Responsible for the daily operations of 650,000 square feet of commercial space/medical office buildings
 - Preparation and implementation of operating budgets
 - Evaluation of budget performance, tenant improvements, capital improvements, and maintenance projects
 - Coordination of company-wide initiatives and programs
- RAIT COMMERCIAL, LLC, Milwaukee, Wisconsin, Property Manager** 2012 – 2016
- Management of 650,000 square feet of commercial space/buildings
 - Supervised maintenance department; coordinated vendor work and authorized contracts
 - Prepared annual operating budgets; calculated yearly operating expense reconciliations
 - Managed capital expenditures; produced monthly draw packages in accordance with company's regulations
- LANDMARK HEALTHCARE FACILITIES, LLC, Milwaukee, Wisconsin, Executive Assistant** 2011 – 2012
- Provide administrative and business support to property management department
 - Managed maintenance work order system; ensured work performed matched contract and budget
 - Communicated regularly with tenants, contractors, vendors and maintenance staff
- HAMMES COMPANY, Brookfield, Wisconsin, Lease Administrator & A/R Specialist** 2006 – 2011
- Handled a broad scope of internal processes encompassing the daily management of; billings, collections, reconciliations, and general ledger /month-end-closings with a main focus on accounts receivable functions
 - Evaluated monthly rent charges and scrutinized operating expense reconciliations
 - Controlled activities regarding detailed aging, commissions, and all cash receipt entries
 - Abstracted leases and managed the lease administration process
- INLAND COMPANIES, Milwaukee, Wisconsin, Assistant Property Manager** 2005 – 2006
- Assisted three commercial property managers with daily management activities
 - Abstracted leases, organized individual tenant's file folder
 - Developed and provided effective business relations with clients
 - Delivered tenant support and initiated proper solutions
- BIELINSKI PROPERTIES, Waukesha, Wisconsin, Leasing Administrator** 2002 – 2005
- Processed applications, drafted leases and renewals, managed move in/out activity
 - Prepared a complete & concise manual regarding fundamentals of property management which could be used to train people

Education:

- MARYLHURST UNIVERSITY, Marylhurst, Oregon 2010 - 2011
MBA – Real Estate
- UW-WHITEWATER, Whitewater, Wisconsin 1996 - 2000
BS - Journalism Advertising; Dual Minors in Marketing and Graphic Design