

LISA A. TATRO, CPM

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EMPLOYMENT HISTORY

REIT MANAGEMENT & RESEARCH LLC

Milwaukee, Wisconsin

Area Manager. June 2008 to present

- ◆ Manage the local commercial real estate operations for Commonwealth REIT and related REIT's with oversight of 24 employees and an office and industrial portfolio comprising approximately 3.6 million square feet in Wisconsin and Illinois.
- ◆ Solicit bids and engage brokerage firms to represent our properties. Collaborate and strategize with brokerage firms to maximize asset value.
- ◆ Self perform in-house leasing function for renewals and expansions including analyzing economics of transactions, preparing lease proposals, and negotiating leases.
- ◆ Recruit, develop and mentor property management team, direct performance evaluation process, and provide guidance and support with human resources matters.
- ◆ Assist in developing and executing annual operating budgets and business plans for properties.
- ◆ Review and analyze financial reports to ensure compliance with owner's objectives and to enhance operating performance of portfolio.
- ◆ Review potential acquisitions and assist in due diligence effort.

TRANSWESTERN COMMERCIAL SERVICES

Vice President/Regional Manager. April 2004 to June 2008

- ◆ Managed the local commercial real estate operations for Transwestern with oversight of 20 employees and an office portfolio comprising approximately 1.2 million square feet in the greater Milwaukee area.
- ◆ Negotiated and executed management contracts for third party management assignments. Built and maintained relationship with owner representatives.
- ◆ Collaborated and strategized with owners and brokerage firms to maximize asset value.
- ◆ Self performed in-house leasing function for renewals and expansions including analyzing economics of transactions, preparing lease proposals, and negotiating leases.
- ◆ Recruited, developed and mentored property management team, directed performance evaluation process, and provided guidance and support with human resources matters.
- ◆ Reviewed and analyzed financial reports to ensure compliance with owner's objectives and to enhance operating performance of portfolio.
- ◆ Interfaced with tenant decision makers to ensure satisfaction with service and team.
- ◆ Assisted in developing and executing annual operating budgets and business plans for properties.
- ◆ Provided support in managing and executing major capital improvement and tenant improvement projects, including reviewing and approving bids and executing and negotiating contracts.
- ◆ Facilitated due diligence and preparation of closing documents during disposition of assets.

GREAT LAKES REIT

Milwaukee, Wisconsin

Regional Leasing Manager. April 1998 to April 2004

- ◆ Managed leasing and marketing functions for office portfolio comprising 1.4 million square feet in Wisconsin and Minnesota.
- ◆ Responsible for engaging and overseeing brokerage firms to market and lease vacancy, including negotiating listing agreements.
- ◆ Performed in-house leasing for renewals and expansions.
- ◆ Analyzed lease economics, prepared and/or approved lease proposals, negotiated leases, and managed lease encumbrances.

GREAT LAKES REIT

Continued

- ◆ Developed and executed marketing plans including property evaluation and repositioning, establishing rent recommendations, determining marketing budget, creating collateral materials, and implementing broker incentive programs and promotional events.
- ◆ Collected and analyzed quarterly market information and provided reports to corporate office for dissemination to stockholders. Generated and/or approved leasing assumptions for annual budgets.
- ◆ Involved in asset management issues. Worked collaboratively with property management department on major capital improvements and other decisions affecting tenants and properties.

THE JOHN BUCK COMPANY

Milwaukee, Wisconsin

General Manager. April 1993 to March 1998

- ◆ Managed Milwaukee Center, a Class A high-rise office building and components of the attached mixed-use, multi-owner complex in downtown Milwaukee.
- ◆ Directed and/or performed the following marketing and leasing functions: development of leasing and marketing strategies including advertising program, financial analysis, credit review of prospective tenants, and lease negotiations.
- ◆ Prepared, reviewed and/or approved monthly financial and operational reports for third-party owner.
- ◆ Created and implemented comprehensive annual management and leasing plan and financial budgets.
- ◆ Human resource functions included hiring, staff development, and performance evaluations of ten person property management and engineering staff.
- ◆ Coordinated outside services, selected vendors and negotiated and drafted contracts.
- ◆ Orchestrated tenant improvements including review and approval of construction documents, and bidding, negotiating, and awarding construction contracts.
- ◆ Coordinated due-diligence on behalf of owner for the sale of Milwaukee Center.
- ◆ Extensively involved in the coordination and management of a three year, \$9 million exterior curtainwall remediation project.

TRAMMELL CROW COMPANY

Milwaukee, Wisconsin

Property Manager. May 1988 to March 1993

- ◆ June 1990 to March 1993: Managed several buildings within the Milwaukee Center complex including Milwaukee Center Office Tower, the Central Plant, the Galleria, a three-story office building and a four-level subterranean parking facility.
- ◆ Fall 1989 to May 1990: Managed 16 suburban office buildings comprising approximately one million square feet and 150 tenants. Properties ranged from single and multi-story office buildings to industrial/service centers.
- ◆ May 1988 to fall 1989: Managed four multi-story suburban office buildings (300,000 square feet).
- ◆ Duties for various properties included third party and in-house reporting, budgeting, cash flow analysis, expense recoveries, contract negotiation, and collection of aged accounts receivable, which entailed involvement in court proceedings for eviction and collection.
- ◆ Supervised property management and engineering staff of various sizes.
- ◆ Managed daily operations including inspections and initiating and coordinating repairs, maintenance, capital improvements, and tenant improvements.
- ◆ Started up newly constructed building including bidding service contracts, establishing utility service, selecting common area improvements, and coordinating tenant move-ins.
- ◆ Involved in refinancing and sale of various assets. Prepared estoppel certificates, subordination agreements, and income and expense proforma.

EDUCATION

MARQUETTE UNIVERSITY

Bachelor of Arts degree with Spanish major and business minor. May, 1988.

Milwaukee, Wisconsin

- ◆ Graduated magna cum laude.

PROFESSIONAL DESIGNATIONS

- ◆ Wisconsin Real Estate Brokers License. Acquired June, 1993.
- ◆ Certified Property Manager (CPM), Institute of Real Estate Management. Acquired August, 1997.

PROFESSIONAL AFFILIATIONS

- ◆ Institute of Real Estate Management
- ◆ Southeastern Wisconsin Commercial Association of Realtors
- ◆ Building Owners and Managers Association

REFERENCES

- ◆ Available upon request.