

Phyllis M. Resop

Pentagon Property Management **Milwaukee, WI** *June, 2001 - Present*
President

Lease and manage office, retail, mixed-use facilities and parking structures

Responsible for full operation of management company including administration and human resources, with direct responsibility to the building owners for all aspects of property management for office, retail, and parking, including leasing, brokerage activity, tenant relations, lease administration, signage, insurance, facilities management, operations, maintenance, service contracting, purchasing, budgeting, accounting, maintaining bank accounts, books and records, tenant billings, collections and receipts, monthly and quarterly reports, re-sale of electricity, condominium association management, establishing expense allocations for condominium shared common elements, parking structure management and operations.

2014 management portfolio totaling approximately 2,000,000 square feet and consisting of 20 properties, including 5 office/retail/residential condominium mixed use facilities. Parking management and operations and accounting oversight of 3 parking structures, 3 underground parking areas and 3 surface parking lots totaling approximately 4,000 parking spaces.

Van Buren Management **Milwaukee, WI** *October, 1988 - March, 1993*
Sigma Property Management **Milwaukee, WI** *March, 1993 - June, 2001*
Property Manager / Leasing Agent

Responsibilities include prospective tenant showings, lease proposals, lease negotiations, broker tours, tenant liaison, lease administration, tenant summaries, rent rolls, tenant improvement job meetings, budgeting, invoice coding and approval, calculation of CAM and tax charges, maintenance and tenant work orders, bid and contract for building insurance, bid and award outside service contracts, including cleaning, security, snow removal, elevator, trash removal, etc., oversee parking operations and management. Square footage managed: From 1,200,000 to approximately 1,600,000 in 18 properties plus approximately 2,500 parking spaces in 4 separate parking structures / surface lots.

Carley Management Company **New Haven, CT** *October, 1986 - October, 1988*
Senior Property Manager

Established local management office to lease and manage office, retail, condominiums and parking structures on behalf of Developer / Owner: Whitney Grove Square Associates Limited Partnership
Joint Venture Development Partners: Carley Capital Group, Madison, WI;
H. Pearce Company & Yale University; New Haven, CT

Set up property management procedures, including accounting, billing, lease administration, work order system, preventive maintenance system, contract bidding, and other services to provide full property management services. Hired and trained local property manager, operations manager, accounting and office personnel. Worked with local brokerage firm and general partner H. Pearce Company for leasing office and retail space and sale of residential condominiums. Established parking operation procedures and awarded parking operations contract.

Properties Managed:

Whitney Grove Square, 2 Whitney Avenue
160,000 Sq. Ft. Mixed Use as Follows:

Office Space: 99,000 Sq. Ft.
Retail Space: 12,000 Sq. Ft.
Residential Condominiums Approximately 20 units totaling 50,000 Sq. Ft.

Grove Street Garage 600-car parking structure
65 Grove Street

Carley Management Company Milwaukee, WI
Property Manager / Leasing Agent

June, 1978 - October, 1986

Conducted General Services Administration master lease negotiations for 350,000 square feet of office space. Established procedures to fulfill Landlord's obligations under the GSA master lease, including providing services to 20+ federal agencies subleasing space from GSA. Square footage managed: 915,000, in 5 buildings plus 950 parking spaces in two separate parking structures. Properties Managed:

735 N. Water Street 350,000 Sq. Ft.
768 - 800 North Water Street 40,000 Sq. Ft.

209 East Mason Street Garage 350-car parking structure

Federal Plaza Parking Structure
747 N. Old World Third Street 600-car parking structure

Reuss Federal Plaza, 310 West Wisconsin Avenue
525,000 Sq. Ft. Mixed Use As Follows:

GSA Space: 300,000 Sq. Ft.
Office Space: 210,000 Sq. Ft.
Retail Space: 15,000 Sq. Ft.

1981 - Present: Wisconsin Broker's License #24414-90
2002 - Present: Board of Directors: City of Milwaukee downtown BID District #21
2001 - Present: Member: Milwaukee Commercial Association of Realtors
2001 - Present: Member: Metropolitan Milwaukee Association of Commerce
2005 - Present: Member: Wisconsin Commercial Real Estate Women