


MARY JO MCBURNEY

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Management: Real Estate, Facilities and Construction Management, and Client Services

Versatile leader and manager with over twenty years of result oriented experience in the management of commercial and residential real estate.

Proven track record of managing and maintain state-wide real estate portfolio initiatives, mitigating risk and delivering innovative solutions for a wide array of clients. Subject matter expert proficient in managing multiple commercial and residential buildings in the Milwaukee & Manitowoc areas, assessing tenant requirements, and identifying portfolio cost savings. Focused and driven leader able to successfully orchestrate complex relationships and work environments with history of accomplishment in transforming complex projects into sound investment properties. Strong work ethic, high energy level, self-starter, and consistent commitment to business growth and success. Quickly adapts to new cultures and environments.

- Property Management
- Rent Collection
- Contract Negotiations
- Code Compliance
- Environment Health & Safety
- Tenant Investigations
- Project Management
- Employee Relations
- Check in/check out Procedures
- Provide Secured environment

PROFESSIONAL EXPERIENCE

MCBURNEY PROPERTIES – Milwaukee, WI
President & Owner

May 1994 to Present

Leadership responsibilities that include profit & loss accountability for all commercial and residential portfolio activities. Duties include purchasing and selling of properties, contract development and implementing new relationships, cost saving initiatives.

- Actively manages a mix of over 30 commercial and residential properties.
- Lease administration activities; Rent roll
- On-going property maintenance; soft services
- Preventive and predictive maintenance for portfolio

NORTHWEST/DELTA AIRLINES – Detroit MI/Honolulu, HI
World's Largest Airline Carrier
Sr. Flight Attendant

January 1990 – March 2009

Dynamic international flight attendant offering 19 years experiences ensuring safety in the skies. Proven attendant well versed in customer services, minor medical procedures bar tending, and minor care and excelled in efficient boarding and deplaning. In depth knowledge of safety, TSA, Homeland Security requirements, and flight plans.

- Maintained positive relationships with passengers on international flights to elicit positive experiences to encourage repeat customers.
- Acted as a troubleshooter to successfully resolve customer service problems.
- Trained new flight attendant explained and demonstrated the methods/procedures for performing flight attendant tasks.
- Explained and demonstrated the use of safety equipment, and answer passengers questions.
- Conducted meetings with the captain, government TSA officials and crew regarding flight plans, service plans and emergency expectations during the flight.

WISCONSIN AIR NATIONAL GUARD -- Milwaukee, WI
Liaison for Supply & Maintenance

July 1988 – March 1999

Project manager acting as a liaison between Wisconsin Air National Guard's Supply Chain division and maintenance staff for A10 fighter jets. Responsibilities included ensuring the efficient upkeep and maintenance of all Air National Guard supplies and equipment. Duties included the inspection of all receivables, inventories, loads, unloads, segregates, storage, and deliveries. Maintained automated supply system for the accounting of organizational and installation of supplies and equipment.

EDUCATION / CREDENTIALS / AWARDS

Lackland Air Force Base, San Antonio, Texas – Basic Training

1998

Lowry Air Force Base, Denver Colorado – Supply Chain Management

1998