

ASSET MANAGEMENT ANALYST RESUME

Job Objective:

Asset Management Analyst position in an established company.

Highlights of Qualifications:

- Ability to perform quantitative and qualitative analysis of assets
- Excellent ability to read, to analyze, and interpret complex documents
- Demonstrated ability to provide analyses supported by numbers and facts
- Ability to build good relationship with customer
- Excellent communication and analytical skills

Professional Experience:

Asset Management Analyst, August 2005 – Present

Viatec LLC, Atlanta, GA

Accountable for thoroughly analyzing the impact of lease transactions to property value and yield within established timeframes.

Analyzed the impact of capital projects to property value

Reviewed assigned sections of the monthly MAP report.

Analyzed and updated property valuations and investment strategies when required within established timeframes.

Prepared and provided accurate and complete report to lenders, partners and Shorenstein senior management within established timeframes.

Reviewed annual operating budget to ensure consistency with property strategies.

Deftly took initiative to identify customer needs and provided service that met customer expectations.

Asset Management Analyst, May 2000 – July 2005

InoMedia Inc, Atlanta, GA

Worked out cost estimates and provided recommendations for when to procure new licenses.

Prepared cost estimates and recommended when to renew vendor support agreements.

Handled and managed associated support contracts for hardware and software assets.

Worked with functional teams to improve management of all software assets.

Designed and developed procedures to support asset management efforts.

Actively assisted in Supplier Management activities.

Education:

Bachelor's Degree in Business Administration, University of California, Berkeley, CA

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