
Lease Administrator Resume

Job Objective

To form a lasting relationship with a well established organization by using my education and past experiences as a Lease Administrator.

Highlights of Qualifications:

- Remarkable experience in Lease Administration
 - Huge knowledge of property accounting and MS Office
 - Deep knowledge of common area maintenance reconciliation
 - Familiarity with lease agreements and Retail Leases Act
 - Amazing ability to develop business relationships
-

Professional Experience:

Lease Administrator
Mergis Group, Denver, CO
November 2007 – Present

- Evaluated monthly rent changes.
- Coordinated with Facilities department.
- Formulated Estoppels, Subordination and Non-Disturbance Agreements.
- Scrutinized operating expense reconciliation.
- Checked Landlord utility billings.
- Collaborated with Landlords and managing agents.

Lease Administrator
Bovis Lend Lease, Denver, CO
December 2003 – October 2007

- Managed current lease files.
 - Analyzed progress of deals and coordinated with internal departments.
 - Handled issues those arose at stores.
 - Outlined running database of site proposals.
 - Regulated Certificate of Insurance for leased premises.
-

Education:

Bachelor's Degree in Business Administration
Murray State University, Murray, KY

[Build your Resume Now](#)