
LEASE ANALYST RESUME

Job Objective:

To secure a Lease Analyst position in a well established organization with a stable environment.

Highlights of Qualifications:

- Proficient in customer service with internal and external parties
 - Profound knowledge of Lease Land Records
 - Wide knowledge of real estate related accrual analysis, occupancy expense forecasting and budgeting
 - Ability to analyze, administer and process all lease data charges
 - Ability to work independently at assigned tasks and to work as a team member within the department
 - Excellent analytical and critical thinking
 - Detail-oriented and goal-oriented
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Professional Experience:

Lease Analyst
Equity Office Prop Mgmt Corp, Dallas, TX
August 2005 – Present

- Maintained and updated land system.
- Monitored and prepared lease renewals in a timely manner.
- Prepared and created monthly rent schedules and processes rental obligations for all leased properties.
- Maintained and stored department files including lease files.
- Coordinated and ensured the transferring of land files to off-site storage.

Lease Analyst
Carr Properties, Dallas, TX
May 2000 – July 2005

- Prepared NPV calculations and compared against approved budget for each deal.
 - Entered and maintained lease economic terms in Sharepoint database.
 - Tracked and prepared commencement letters as new units commence.
 - Provided support to the Regional Finance Team during the annual Budgeting and monthly Forecasting processes.
 - Supported Variance Reporting, Trend Analysis, and miscellaneous reporting.
 - Provided effective support to Leasing Teams through Tenant credit analysis and lease analysis.
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Education:

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

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