



Commercial retail manager responsible for a multi-

property portfolio of high-end lifestyle centers.

Caruso - Interim General Manager

Established and maintained positive relationships with tenants to discuss sales, identify trends, communicate events and promotions, and discuss upcoming initiatives and programs.

- Responsible for annual budget preparation, tenant reconciliations, maintaining updated monthly forecasts and NOI tracking for review and approval by senior management and ownership.
- Overall responsibility to ensure compliance with tenant leases, service contracts, regulatory items, and management contract.
- Research local, national and international competitors to identify and capture increased market share – recommend new tenants for leasing department.
- Monitor gross sales reports for retail properties. Ensure timely reporting from tenants and billing of percentage rent as required.
- Work closely with Marketing, Leasing and Development departments to assess strategic positioning of centers.
- Perform regular inspections of the properties and recommend improvements. Work with vendors and/or project management team to oversee tenant improvement construction and capital expenditure projects.
- Provide leadership to the portfolio team including engineers, accountants, tenant services coordinator, and property assistant.
- Approve purchase orders, invoices and rent up schedules.
- NNN Leases and CAM reconciliation.
- Oversee collection of rent and payment of expenses.
- Partner with marketing and leasing teams to assist in leasing efforts and activation of physical common areas.

- **Retail Manager**

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