

# Mary Anne Boyd, RPA

25745 Crippen Drive  
Land o' Lakes, FL 34639

LICENSED FL REAL ESTATE  
SALES ASSOCIATE &  
CPM CANDIDATE

813-907-8780 (H)  
813-600-0776 (M)

[www.leadyou.com/maryanneboyd](http://www.leadyou.com/maryanneboyd)

[maboyd25745@aol.com](mailto:maboyd25745@aol.com)

## PROFESSIONAL SUMMARY:

As a highly motivated and detail oriented real estate professional, my experience and leadership abilities enable me to manage and execute annual business plans for employers. Utilizing solid organizational and time management skills, I effectively identify and implement best practice techniques to save costs and grow revenue. I produce high quality work and meet deadlines in a fast-paced, high-volume business environment. I am an innovator who goes above and beyond to successfully complete any assignment. My work has allowed past employers to realize expense reductions, increased revenues and rents, and a level of tenant satisfaction well above industry average.

## COMPUTER SKILLS:

- Yardi, Skyline, Timberline, MRI, Lease Harbor, ProLease, MS Word and Excel, PeopleSoft, Quickbooks

## ACCOMPLISHMENTS:

- Selected all major contract service providers, evaluated existing staff members, abstracted 150+ leases, prepared current and following year budgets and lowered operating expense receivables by \$355K within a six month time frame.
- Lowered rent and operating expense obligations over a one-year period totaling \$260K with another \$300K pending.
- Increased yearly rent \$20K by retrofitting a Class C retail space to an upscale Class A retail boutique.
- Increased executive suite occupancy levels to 90% from 62%, consistently maintaining this level over a one-year period.
- Processed and balanced \$5.7M rent and operating expense payments on a monthly basis.

## WORK EXPERIENCE:

*2008 - Present: Senior Real Estate Manager – Medical Realty Services, Inc.*

- Manage a portfolio of medical facilities, office buildings, and leased locations combining all real estate operations under one department resulting in a **net savings to ownership of 15%**.
- Represent the company in the development of a **LEED Gold Certified** Medical Facility consisting of 81,000 square feet.

*2006 - 2008: Senior Lease Analyst – Cushman & Wakefield*

- Managed the Southern US, Caribbean and South American regions for Verizon's real estate portfolio, supervising a team of analysts and administrators responsible for all real estate financial obligations.
- **Lowered client's rent and operating expense obligations by \$260K**, with another **\$300K** pending.
- Assisted the Account Director with the preparation of Verizon Telecom's Real Estate Budget.

**1994 - 2006: Property Manager Positions**

***Promus Management:***

- Managed a portfolio consisting of eight office building and shopping centers. Consolidated and streamlined standard operating procedure manuals, **resulting in a 10% reduction in labor costs.**

***Harbert Realty Services:***

- Managed a 450,000 square foot, 25-acre office park, responsible for the implementation of the annual business plan and the preparation of all financial documents. Selected all major contract service providers, abstracted all existing leases, prepared budgets and **lowered operating expense receivables by \$355K.**

***RJA Investment Group:***

- Managed a mixed portfolio of retail, office, industrial and land with direct involvement in all tenant related and property performance issues. Successfully implemented the retrofit of a Class C retail space to a Class A upscale retail boutique resulting in a **net income gain for ownership of \$20K per year.**

***The Hogan Group:***

- Managed two CBD office buildings totaling 350,000 square feet with responsibilities for all aspects of operations, financial reporting, personnel and construction. Responsible for the leasing of the on-site executive suites **maintaining an average 90% occupancy.**

**OTHER EXPERIENCE:**

- Assistant Property Manager with **Cushman & Wakefield** at a 735,000 square foot, 38-story CBD office building and adjoining retail mall, directly responsible for the monthly reports to ownership and the annual income budget. Served as the main point of contact for tenant surveys **achieving an above average 92% rating over a 5-year period.** Designed and implemented the building's first recycling program resulting in a **net savings of 12%** in disposal fees.
- Owner of Event Planners, Inc., a company specializing in all aspects of corporate events; sales, planning, execution and financial documentation.

**EDUCATION:**

- **Ohio State University:** BA, Management & Organizational Communications
- **Building Owner's & Managers Association (BOMA):** RPA Designation Completed
- **Institute of Real Estate Management (IREM):** CPM Designation Completion (2010)
- **United States Green Building Council (USGBC):** LEED GA Designation Completion (2010)
- **International Facilities & Management Association (IFMA):** Operations & Maintenance Modules

**PROFESSIONAL AFFILIATIONS:**

- **IREM:** Board Member - Public Relations Executive Council
- **USGBC:** Committee Chair Programs; Committee Member Existing Building Operations & Maintenance; Organizing Member 2010 Sustainable Tampa Bay and LEEDership Awards
- **REL (Real Estate Lives):** Committee Member – Education; Training Instructor