

Melvin A. Cote
50 Old Meadow Plain Road
Simsbury, CT 06070
(860) 651-3730

Resume for
Melvin A. Cote, CPM
50 Old Meadow Plain Rd
Simsbury, CT 06070

Objective

A property or facility management position where my experience in all aspects of real estate management can be utilized to meet or exceed the goals and objectives of the property owner through sound management and industry best practices.

Experience

January 2006 to Present
Property Manager
Simons Real Estate Group, Inc.
West Hartford, CT

Responsible for third party fee management of property management accounts of Simons Real Estate Group. Accounts include commercial office buildings, industrial properties, non-profit facilities and several State of Connecticut Properties. Responsibilities include:

- Day to day management of building operations.
- Tenant relations.
- Service contract management and negotiations.
- Project management of construction and other property related improvement projects.
- Operating and capital improvements budget preparation and management
- Conduct property inspections on a routine basis.
- Process for payment all invoices related to operations of the property's.
- Routinely consult with the owner's representatives regarding operational and strategic issues of the property.
- Coordinate with the owner's representatives those requests requiring proposals for services and make recommendations as to the appropriate service provider.

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June 1995 to October, 2005

Property Manager

Hartford Financial Services Group, Inc.
Hartford, CT

Responsible for building operations, capital and expense management of the Hartford Financial Services Group headquarters complex and central Connecticut properties. Total portfolio comprised of approximately 3.2 million square feet of commercial office space. Responsibilities included:

- Service contract management and tenant services. Annual operating budget \$6 million.
- Coordinated project consultants and contractors for the planning and construction of selected building renovation and tenant improvement projects.
- Asset and property management responsibility for 55 Farmington Avenue, a 270,000 square foot class-A multi-tenant office building. Income - \$6.2 million, operating expenses budget - \$3.5 million.
- Special projects including sale of foreclosed properties in support of the insurance operations, lease negotiations, lease vs. build analysis, corporate signage modifications, and other projects as assigned by the Director of Corporate Real Estate.

January 1993 to June 1995

Property Manager, Investment Properties
ITT Hartford

Coordinated building operations, capital and expense management for various properties in the ITT Hartford real estate investment portfolio. Portfolio consisted of 20 buildings and was valued at approximately \$500 million.

- Directed on-site fee property managers, asset, construction, engineering and project management team members of the corporate real estate department during construction, renovation, tenant build-outs and other miscellaneous property improvement projects.
- Conducted regular on-site property inspections.
- Negotiated third party management contracts for property management services.

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1980-1992

Senior Leasing Analyst
ITT Hartford

Directed site selection, proposal solicitation, financial analysis, lease negotiations, coordination and processing of all assigned real estate lease related proposals for ITT Hartford's North American insurance operations of approximately 300 locations. Supervised expense escalation analysis, reconciliations, requests for proposals and lease negotiations.

1971-1980

Facilities Planner
ITT Hartford

Coordinated office space programming, development, design and implementation of tenant space utilization plans for the headquarters and all assigned field office locations.

Education

Bachelor of Science, ***Central Connecticut State University***, New Britain, CT
Diploma, ***Northern Maine Vocational Technical Institute***, Presque Isle, ME

Certified Property Manager (CPM), ***Institute of Real Estate Management***

Professional Affiliations

Institute of Real Estate Management (IREM), (Connecticut Chapter President: 2005-2009), IREM
National Regional Vice President 2008/2009, ***Building Owners and Managers Association***,
Society of Industrial and Office Realtors.

State of Connecticut

Real Estate Sales Person Licensee

Town of Simsbury, Connecticut

Commissioner, Simsbury Housing Authority (2002-2010)