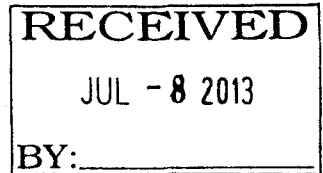


Rebecca Yates
4581 S.W. 35th Avenue
Dania Beach, FL 33312
(954) 599-4883
Beccayates@Hotmail.com



Mayor and City Commission:

RE: Vacancy in the Office of City Commission

I am interested in serving on the Dania Beach City Commission until the November 4, 2014 Municipal Election.

I am a bona fide resident and citizen of the City of Dania Beach, resident of the State of Florida; and a citizen of the United States of America; I am duly qualified to vote at City, State and National Elections; I am over the age of twenty-one (21) years; and I have resided in the City of Dania Beach for at least one (1) year, as evidenced by voter's registration documentation.

Printed Name: Rebecca Yates

Signature: 

Address: 4581 SW 35th Avenue

Dania Beach, FL 33312

Phone Number: (954) 599-4883

E-mail Address: BeccaYates@Hotmail.com

Date: 6/26/2013

Voter's Registration Number: 102168921

Registration Date: August 6, 2001

Rebecca L. Yates
4581 S.W. 35th Avenue
Dania Beach, Florida 33312
(954) 599-4883 Cell
Beccayates@Hotmail.com

OBJECTIVE: I'm looking for a position that my experience and expertise can enhance and maximize the value of the owner's investment in their property. I have the ability to delegate effectively and set appropriate deadlines – while maintaining rapport -- with internal and external resources. I can accurately identify and communicate risks in advance and recommend strategies to avoid, rather than react to, those risks. I demonstrate creative problem solving, resourcefulness, tenacity, and the ability to negotiate and persuade effectively. I will direct the property's business and operations to maximize its performance, profitable growth and return on investment. I will plan, organize, direct and control the activities of the property through the optimal utilization of all resources under my control. I have the ability to handle multiple tasks simultaneously, ability to maintain focus while dealing with demanding situations

EDUCATION: **University of Southern California, San Diego, California**
Bachelor of Arts, Earned 4/78

Nova University, Davie, Florida
Master of Business Administration, Real Estate, in process

EXPERIENCE: **Retail Property Group, Inc.** 11/06 – Present
Director of Property Management

- Directly manage a portfolio of 7 properties located throughout Florida.
- Handle preparation and execution of yearly budgets, monthly reconciliation's, monthly tenant rent collections, CAM reconciliation's and billing. Handle all property level accounting, contract administration and monthly reports.
- Assist in the Development of a new Center being constructed in Pembroke Pines Florida and currently a Redevelopment project in Delray Beach, Florida.
- Attend all City, County and State meeting's as needed for various projects.
- Manage subcontractors and find the best offer to meet current demands without compromising on quality; and coordinate price negotiations with service providers.
- Supervision of Construction Management from bid process through completion of project - Trained, scheduled, and supervised maintenance and administration staff –Work directly with legal counsel regarding collections and lease execution.
- Coordinate tenant build-outs and outparcel construction management from design to store openings.
- Create efficiencies in major contracted services, which reduced overall recoverable expenses while enhancing performance levels.
- optimally manage business operations of shopping centers, including oversight of specialty leasing, operations, security, marketing, and property accounts management.

Penn-Florida Companies
Senior Property Manager

10/04 – 11/06

- Duties included but not limited to; established and managed operating budgets for premier Class “A” office buildings, Shopping Centers and office/warehouse properties.
- Help resolve lease issues and disputes and is the first point of contact between tenant and landlord.
- Responsible for the monthly reporting (written & verbal) for all properties including joint venture partners, limited partnerships and third party management situations.
- Oversee the Director of Operations, maintenance staff and security personnel to accomplish the daily procedures and maintenance of all the facilities.
- Manage subcontractors and find the best offer to meet current demands without compromising on quality; and coordinate price negotiations with service providers.
- Additional duties included daily interaction with the Marketing Department, as well as, tenant/community involvement.
- Direct interaction with contractors and tenants to establish the exact scope of work required in Tenant Improvement build outs. Assist tenants with the reading of Architectural drawings and details that accompany many Leases and new construction.
- HVAC preventative maintenance, landscaping contracts were written annually.

Inland Southeast Property Management, Inc. (REIT)
Property Manager, Southeast Region

12/02 – 3/04

- Directly managed a portfolio of 9 properties totaling 870,825 square feet.
- Create and implement staff planning and development programs to meet the ongoing Operational requirements of the property, as well as ensuring that trained, capable Personnel are provided as a continuous product of such programs at all levels of the Property for promotional progression. Managed up to 4 Property Managers and support staff.
- Coordinate the hiring of qualified staff personnel. In accordance with policy, screen for best candidates providing recommendations to Regional President for final Selection, as appropriate.
- Monitor, Classify and approve all invoices.
- Supervise and/or coordinate the staff operations to include the administration, Maintenance and repair, leasing and marketing, renovation and construction, human resource and financial activity.
- Work closely with out of state Corporate operations staff to ensure that the daily business activity succeeds in creating a profit center for Ownership.
- Review and evaluate the property's performance on a continuing basis, follow established measures of performance and provide explanation of variance to business plan & Budget; counsel direct reports as to execution of programs, and when necessary, recommend modifications of plans, Budgets and, as directed by the Regional President, implement contingency plans in accordance with prevailing business conditions.
- Respond to tenant requests and/or complaints; establish and maintain favorable Landlord/tenant relations.

- Maintain active suspense files for rental charges, annual fees to be paid, annual inspections, lease expirations and contract renewals or contract changes.
- Maintain current files containing tenant and vendor certificates of insurance, tenant emergency notification information and employee information.

PM Realty Group, Ltd. / CenterAmerica
Regional Property Manager

11/99 – 10/02

- Directly managed a portfolio of six shopping Centers in South Florida.
- Handled preparation and execution of yearly budgets, monthly reconciliation's, monthly tenant rent collections, CAM reconciliation's and billing. Handled all property level accounting, contract administration and monthly client reports.
- Coordinated Tenant Improvements, oversaw and handled bid process, all aspects and phases of construction and approved all payments thereof. Worked as liaison between tenant, architect, General Contractor and all city and County officials.
- Served as consultant in the acquisition, Development and re-construction of Shopping Centers in the South Florida area.
- Attended all City, County and State meeting's as needed for various projects.
- Prepare and control the monthly cost analysis for various departments within the company.

H.J. Brown Florida Property Management, Inc.
Director of Florida Operations

6/97 - 11/99

- Responsible for the day-to-day operation of the companies South Florida interests, including direct supervision of all departments, including Accounting, general office and Maintenance staff.
- Supervised and assisted leasing personnel on multiple properties in lease negotiations and marketing;
- Formulated and executed targeted programs to generate new tenants; conducted promotional presentations and coordinated tenant occupancy.
- Handled commercial property development projects throughout Florida involving coordination and administration of tenant leasing, site selection and operational management of established properties;
- Served as consultant to related corporations providing initial project development management; diagnostic assessment and business plan review/development services.
- Prepared and controlled the annual and semi-Annual Operating Budget;

Mizner Corporate Center
General Manager

3/93 - 6/97

- Oversaw re-organization of the Executive Suite operation, including total renovation of 18,000 square feet of A-1 finished office space.
- Responsible for hiring and education of staff on various telephone equipment and office machines.
- Day to day operation of Executive Suites. Leasing and handling of all leasing of the suites. Oversaw all aspects of the day-to-day secretarial responsibilities.
- Loading and upkeep of software. Responsible for all equipment upkeep, including repair and maintenance of MITEL switch, PBX, VOICEMAIL and installation of all telephone service.
- Maintain and revise all office forms and equipment, Train and oversee office staff.
- Handle payroll and oversee the monthly operating budget.
- Handle all monthly billing and invoicing for offices including all Rent & expense collections.

BRENNER REAL ESTATE GROUP, INC.
Property Management Division

4/87 - 3/93

- Responsible for managing and directing the administration, marketing and day-to-day practices of over 10 commercial properties totaling approximately 2,150,000. Square feet of Office/Warehouse.
- Consultation with clients and evaluation of county and municipal land development regulations and comprehensive plans.
- Liaison between Property Owners and Tenants. Handled all monthly invoicing and rent collection, and handled any and all delinquencies.
- Prepare, coordinate, and review necessary local governmental land use and zoning applications.
- Assisted in planning and implementation of certain office policies and procedures.

**PROFESSIONAL
MEMBERSHIPS:**

- State of Florida Real Estate Salesperson License
- ICSC
- Florida Notary Public
- Veteran United States Navy

REFERENCES:

- Provided upon request
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