

# AARON KUNZLER

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## OBJECTIVE

Experienced property manager seeking position overseeing class A medical, class A office, retail bank or other commercial properties.

## EDUCATION

**B.A. from UW-Green Bay** - Double major in Business Administration and Communications

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## SUMMARY OF QUALIFICATIONS

- Facilities Management
  - Day-to-Day Operations
  - Contract Management
  - Vendor Management and Review
  - Tenant Relations and Communications
  - Budget Creation and Oversight
  - Site Inspections
  - Contract Negotiations
  - Work Order Management
  - Financial Reporting
  - Sustainable "Green" Best Practices
  - Tenant Improvements
  - Building Services
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## PROFESSIONAL EXPERIENCE

**IRGENS DEVELOPMENT PARTNERS - Assistant Property Manager** Feb 2007 – Dec 2009

- Managed nearly 1 million SF of class A medical and class A office buildings in Milwaukee, WI.
- Clients included Aurora Health Care Metro, Inc., Wangard Partners and multiple small business owned properties.
- Oversaw day-to-day operations at Aurora St. Luke's Physician Office Building and 875 E. Wisconsin Avenue building.
- Created 5 year capital improvement report for medical condo association including estimated expenses of all areas of the building, annual increases in quoted prices per inflation and the level of increased dues required to financing the projects.
- Reduced utility expenses by 25% at health center in New Berlin, WI by instigating cost saving initiatives and lighting upgrades.
- Member of Sustainability Team that developed best practices for reducing energy costs and waste.

**MRED Management – Assistant Property Manager** Jan 2006 – June 2006

- Oversaw day-to-day operations of 70 retail bank locations throughout Wisconsin and Iowa.
- At the direction of the client reduced invoices by 75% through consolidation of vendor services.
- Completed "Bank Service Request" using 360Facility software, vendor relationships and oversight of maintenance staff.

**Naturquest 2000 Development – Facilities Supervisor** Sept 2004 – Sept 2005

- Managed 75,000 SF retail, 75,000 SF class A office and 215,000 SF industrial properties.
- Created and analyzed statistical reports on Waukesha County property taxes per municipality.
- Consulted with county officials, Register of Deeds and Parks & Land Development to research land development projects.
- Handled all tenant complaints, scheduled and oversaw contractors' maintenance repairs, documented all initial communications and followed up with tenants to insure customer satisfaction.
- Developed marketing plans, analyzed capital expenditures, created property reports, evaluated contractors' bids and showed available space to prospective tenants when necessary.

**Kohl's Department Store - Collections & Point of Sale Shift Supervisor** January 2002 – Sept 2004

**800-CEO-READ - Sales & Marketing** Sept 2000 – Oct 2001

## LICENSES & ORGANIZATIONS

- Pursuing Accredited Commercial Manager (ACM) licenses from the Institute of Real Estate Management (IREM)
- Wisconsin Real Estate Salesperson License #62855-094
- Brookfield Lutheran Church's Crossroads Career Network – Ministry Leader

## COMPUTER SKILLS

- Timberline, SalesLogix, 360Facility, Response and other similar database programs.
- Expert in all Microsoft Office programs.