

PROFESSIONAL PROFILE

A qualified property professional with over 15 years of demonstrated experience in both sales/leasing and asset/property management across several real estate agencies and institutions. An excellent communicator with strong commercial negotiation skills, high attention to detail, strong stakeholder relationships, and will always prioritise their interests first.

KEY SKILLS

Retail & Commercial Leasing	Legal and Retail Legislative Knowledge
Asset, Property & Facilities Management	Property Lifecycle Expertise
Financial Management, Reporting & Budget setting	Board Papers & Reporting
Strategic Advice & Asset Transformation	Team Leadership & Management

PROFESSIONAL EXPERIENCE

Nov 2020 – Present (12 months contract): National Asset Manager

APAC

Boutique Agency - managing diverse assets domestically and internationally for private entities to institutional clients.

APAC (Asia Pacific Asset Corporation) provides quality asset management and advisory solutions for clients with commercial properties across Asia Pacific. APAC specialises in servicing private clients, family offices and corporate owner-occupiers with multiple assets across the Asia Pacific region.

Selected Key Responsibilities:

- Responsible for the management of a portfolio of assets for private entities and unlisted funds nationally.
- Development of strategic asset and capability management plans, co-design delivery approach for required assets/capabilities (buy, build, managed solutions)
- Developed a performance framework to monitor and identify underperforming assets and to prioritise sustainment spending across asset portfolios ie maintenance vs decommission vs re-build
- Managed a national team of 4 and reporting directly to the board

Selected Key Achievements:

- Implemented monthly consolidated management reporting pack to provide the board with greater visibility on business performance
- Reviewed, recommended and implemented financial reporting and facilities management systems to improve business efficiency and streamline operational processes
- Lifted the team's capability by increasing expected performance levels and recruiting for the right capability, resulting in increased business retention
- Responsible for the financial management and governance of capital projects totalling circa \$100 M for CAPEX and OPEX spend across the portfolio
- Developed more robust month-end reporting processes and provided financial management training to all project managers to uplift their financial management capability

Jan 2020 – Oct 2020: Head of Retail Shopping Centres – VIC

CBRE

International Real Estate Agency - Project and Static Retail Leasing

CBRE offers an integrated approach to retail leasing and management, specialising in providing bespoke, creative solutions to enhance and reposition unleased, unvalued, and underutilised retail assets.

Selected Key Responsibilities:

- Managed diverse retail leasing portfolio for both institutional and unlisted funds
- Managed lease process end to end.
- Reviewed budget reports to develop strategies and optimise the performance of the portfolio.
- Negotiated complex lease renewal processes
- Set the strategic direction of redevelopment opportunities
- Reasonable for key stakeholder management

Selected Key Achievements:

- Wrote the business plan for stakeholder investment request for the reposition and redevelopment of underperforming assets
- Contributed to performance objectives for the clients centre, including net operating income, sales and the capitalised value

Aug 2018 – Nov 2019 | Senior Leasing Executive | Premium Assets

VICINITY

\$1.085 billion dollars super-regional shopping centre - 44,809 sqm GLA

Emporium Melbourne, a seven-level City Centre located in the heart of Melbourne, is home to quality dining, one of the largest Australian designer precincts, more than 160 international and speciality stores, a flagship UNIQLO and FORTRESS MELBOURNE – Australia's first E-Sports venue.

Selected Key Responsibilities:

- Responsible for tenancy mix matrix direction of the asset
- Managed complex lease repositioning and lease renewals of over 100 tenancies
- Prepare and deliver annual leasing and incentive budgets
- Engage with tenants to handle operational issues to maintain tenant satisfaction and retention as part of a complex repositioning of the different precincts in the Centre

Selected Key Achievements:

- Retail tenant mixing and strategy post-5-year anniversary of Emporium
- Responsible for ground floor & 1 strategy – International Luxury Precinct
- Responsible for level 2 strategy – Australian Designer Precinct
- Managed team of 2 – 1 leasing and 1 lease admin

Jan 2017 – July 2018: Head of Retail Projects | Capital Grand

LK PROPERTY

\$800 million dollar mix use retail and residential development

Capitol Grand - South Yarra's tallest building - was designed and built as a "six-star" residency with a two-story luxury retail shopping mall, offering its discerning resident the ultimate lifestyle experience.

Selected Key Responsibilities:

- Retail tenant mixing and strategy
- Conducting and analysing market research and feasibility studies of new-to-market concepts
- Scouting of new-to-market international luxury brands
- Complex legal negotiations

Selected Key Achievements:

- Providing financial budget forecast for business case presentations at monthly Project Steering Committee meetings.
- Introduced a business case template to provide a process for review, approval and sign off prior to submission to the Project Steering Committee, resulting in a timely approval process and a greater level of governance
- Managed PCG meetings
- Secured David Jones premium food hall - second store in Melbourne

July 2014 – Dec 2015: Senior Project Leasing Manager | Robina Town Centre

QIC

\$161 million dollar redevelopment – fresh food, food hall and restaurant precinct

Robina Town Centre is the second largest shopping centre on the Gold Coast, with over 400 retail outlets covering over 130,000 NLA. Through the implementation of the theories of "third space and place-making" - as part of my business plan and repositioning strategy - the addition of a new fresh food hall will provide community, environmental, and financial benefits to the Centre for many years to come.

Selected Key Responsibilities:

- Preparation of business plan and application of key concepts as recommended in the business plan
- Conducting and analysing market research and feasibility study of new-to-market concepts
- Scouting and scaling up of new-to-market retailers – of the leasing and incentive budget of the project branding, product line and shop design
- Management of project team 3 leasing exec and 1 RDM

Selected Key Achievements:

- Repositioning of the Centre through the creation and addition of a new fresh food hall precinct and new-to-market precincts
- Doubled the rental income projection through better utilisation of space and tenancy design
- Created community-driven concepts of paying forward where the public can contribute their loyalty discounts to Christmas hamper with their name on it to go to a charity family of need

April 2012 – June 2014: Project Leasing Manager | Indooroopilly Shopping Centre

EUREKA

\$450 million dollar redevelopment – luxury, international & national high-end fashion precinct; and high-end dining precinct

Playing a crucial role in the tenancy mix, design, relaunch and reposition of the Indooroopilly Shopping Centre; through the successful addition of the International and Australian precinct, the relaunch of Indooroopilly Shopping Centre is now feasible. Indooroopilly Shopping Centre will be a unique shopping experience as there will be many first-to-market brands yet to be seen in Australia, let alone Brisbane.

Selected Key Responsibilities:

- Responsible for the creation of the Luxury, International and Australian fashion precinct
- Responsible for the addition of high-end dining to the restaurant precinct
- Pre-launch planning of the fashion precinct
- Tenancy remixing of the Centre and relocation of existing tenants
- Prepare and deliver annual budgets and business plans providing an effective, collaborative framework for leasing, finance, marketing, and operations teams
- Management of project leasing teams of 4 leasing exec, 1 lease admin and 2 RDM

Selected Key Achievements:

- Repositioned Indooroopilly shopping centre as the 'Chastone' of Brisbane
- Secured first to Australia - Luxury International brands such as Armani Collezioni, Brookes Brothers
- Secured first to Brisbane - Australia brands such as Manning Cartell

2009 – 2012 | Senior Retail Leasing Manager

COLLIERS INTERNATIONAL

International Real Estate Agency

Colliers International strives to be at the forefront of property management innovation with respect to technology and operational best practices. They incorporate exceptional service, extensive market knowledge and integrated technology to manage diverse property classes. My role was instrumental in the transformation of Edward St into a luxury precinct, bringing brand options that now firmly align Brisbane with Sydney and Melbourne. In addition to this, I was involved in the creation of Brisbane's first laneway dining precinct.

Selected Key Responsibilities:

- Oversaw client relations across the company to ensure customer satisfaction and retention.
- Facilitated all due diligence for properties transitioning in and out of the company's portfolio.
- Drove new business opportunities inclusive of appraisals.
- Managed 2 junior leasing executives and 1 leasing admin

Selected Key Achievements:

- Built and managed key relationships with International and National retailers
- Worked with high-end restaurants, café, and bars owners
- Facilitated in the addition of luxury international retailers along Edward St, Brisbane CBD
- Created the first laneway dining precinct
- Top income earner of the Brisbane retail department

2006 – 2009 | Retail Leasing Executive

CHESTERTON INTERNATIONAL

International Real Estate Agency

Chesterton International has provided property management, property sales to Brisbane for 40 years. Being part of a boutique company where the commercial and retail department was in its infancy provided me with a unique opportunity to set and achieve my personal objectives. I was able to arrange deals through consistent hard work, perseverance with negotiation and the determination to succeed – qualities that I consider to be my strongest personal characteristics.

Selected Key Responsibilities:

- Built and managed key relationships with National Commercial and Retail
- Launched the retail department to the market, and was seen as a key player in the retail leasing landscape
- Managed lease process from end to end.

Selected Key Achievements:

- Maintained excellent stakeholder relations.
- Assisted with acquisition of 3 mixed-use assets at value of \$50.5 million and providing a ROI of 96% within 3 years
- Leased \$3,853,221 worth of rental and sold \$15.250 million as a single asset (in a single year)

2003 - 2006 | Senior Asset Manager

WRIGHT PROPERTY (now Cushman & Wakefield)

International Real Estate Agency

Although Wright Property had a successful industrial sales and leasing reputation, the asset management arm had not yet formed. As the sole asset manager, I was instrumental in creating a very fruitful and profitable property management business.

Selected Key Responsibilities:

- Managed and controlled all parts of asset refurbishment and tenant end of lease obligations
- Built and managed financial models to value add to assets by increasing rental and/or asset value
- Provide asset and financial analysis to clients top tier accounting firms
- Strategically marketed properties to minimise vacancy rates and maximise value of investments.
- Arranged maintenance, repairs and review upon completion.

Selected Key Achievements:

- Retained 100% of management and as a result, developed strong relationships and achieved new business to increase revenue for the company.
- Maintained excellent internal referral and buy in from team and management

QUALIFICATIONS

Wharton – MBA GCP

UQ – MBA (Candidate)

UQ – Masters of Property Studies (Candidate)

Certificate of Registration – Real Estate VIC