

Top Skills

Customer Engagement

Turnover

Contractor Management

Certifications

Prince2 Foundation

Construction Project Management

International Regional Manager Properties & Real Estate at Federal Express

Warsaw, Mazowieckie, Poland

Summary

Experienced Real Estate Manager with a demonstrated history of working in the industrial and office sector. Skilled in Negotiation, Management, Working with RE Agencies, General Contractors, Landlords, LA preparation and Budgeting. Strong program and project management professional with a Postgraduate Diploma focused on Real Estate Management.

Experience

FedEx Express

Manager Properties & Real Estate

May 2019 - Present (5 years 3 months)

Warsaw

Develops, motivates & manages a team of Real Estate Professionals and ensures they have the competency to deliver the evolving business requirements in 15 countries of East & SE Europe.

Hiring, terminations, coaching, skill development, recognition and rewards, performance management and staff productivity.

Plans and organize the day-to-day operations of the department. Develops and implements policies and programs as necessary.

Manages the department, rent expense, and capital budget. Ensures compliance and addresses variances and other budget concerns.

Oversees project schedules, including working collaboratively with multiple cross functional teams such as engineering and legal, to ensure all real estate activities are completed within budget and timely to meet operating deadlines.

Oversees and evaluates the business deal for feasibility including cost justification while ensuring the integrity of the bid process.

Reviews funding proposals for completeness and accuracy. Ensures that the project will conform to company construction standards and will be completed within authorized budget limits.

Oversees modification of leases incorporating provisions meeting company long term objectives including terms that require landlords to substantiate requests for payment of non-rent lease related expense.

Maintains relationships with vendors, brokers and developers.

Reviews leases and all real estate documents for conformance to funding authorizations.

Mediates disputes relating to leases, purchase agreements and construction contracts. Works with Legal Counsel and Facilities.

Takes responsibility for Lease Administration and works collaboratively with the accounting group and provides leverage when needed to secure landlord cooperation on requests for substantiation of costs and accounting detail.

Coordinates with the FedEx Tax group to ensure projects are leveraged to take advantage of available incentive programs.

Ensure that projects meet all applicable regulations.

TNT

4 years 1 month

Global Real Estate Project Manager

February 2016 - April 2019 (3 years 3 months)

Europe

Key Activities:

- Manage real estate feasibility studies for new projects
- Manage RFI/RFP processes to market and manage compilation of RFP including requirements for the development, GC
- Oversee all aspects of selecting: sites (plots), developer/general contractor, building design, permitting, construction and hand-over.
- Research and compile information for business cases that support the capital expenditure requests.
- Anticipate critical issues, potential problems, risks and communicate/escalate them if required
- Successful project delivery – negotiation with the developers, lease contracts negotiations, manage timelines and budgets, Cooperation with all other departments to deliver final projects (MHS, IT, Security, OPS, H&S)
- Establish and strengthen relationships and create and overall alignment with and between stakeholders, internal and external clients
- Pulling in additional resources when needed e.g. specialist teams or people for specific issues, opportunities
- 3rd party management responsibilities
- Technical and formal supervision on controlled projects.
- Supervision of RE portfolio in CEE

- Managing project teams

Senior Real Estate Specialist

April 2015 - February 2016 (11 months)

Poland

Responsibilities:

Project management:

Acquisition and adaptation of new properties according to company standards and current needs. Search for potential properties on the Polish market, contact with the owners - lease agreement negotiation. Creation of budget for projects and its further management. Participation in international projects on various topics regarding real estates and procurement.

Property management:

Management of properties rented by the company, agreeing with the owner of the property the scope and terms of adaptation of rented space, interior design, checking the formal and legal documentation of the property. Control of Real Estate costs and other conditions set in the lease-in accordance with the adopted budget. The administration of other contracts for rented property. Ordering and monitoring repairs and inspections of technical condition in the properties.

Environmental protection:

Ownership of the process: environmental protection.

Checking and acceptance of environmental reports, controlling waste disposal quantity and registration. Controlling and adjusting company country procedures concerning environmental policy. Response to environmental questions from interior and exterior clients.

PwC Polska

1 year 1 month

Senior Property and Administration Specialist

June 2014 - March 2015 (10 months)

Team Leader: coordination of Real Estate team.

Project management: modernization and adaptation of office space, IBC- 11k m² of office space in the center of Warsaw. Acquisition of new real estate for lease.

Property management: Management of properties rented by the company, overseeing the legal and formal documentation of the property, budgeting cost of real estate, real estate financial analysis, cost control- in accordance with the adopted budget and conditions set in the lease agreements,

commissioning and control of the repair works and recovery in real estate, maintaining constant contact with the landlords and other tenants.

Property and Administration Specialist

March 2014 - June 2014 (4 months)

Property management: Management of properties rented by the company, overseeing the legal and formal documentation of the property, budgeting cost of real estate, real estate financial analysis, cost control- in accordance with the adopted budget and conditions set in the lease agreements, commissioning and control of the repair works and recovery in real estate, maintaining constant contact with the landlords and other tenants.

Siódemka SA

Property Management Specialist

May 2013 - February 2014 (10 months)

management of properties rented by the company, the acquisition of new property for rent (search for potential properties on the Polish market, contact with the owners, intermediary agency - contract negotiations.). Agreed with the owner of the property the scope and terms of adaptation of rented space, interior design, preparation of lease agreement, checking the formal and legal documentation of the property. Control conditions set in the lease-in accordance with the adopted budget. The administration of other contracts for rented property. Ordering and monitoring repairs and inspections of technical condition in the properties.

TNT

5 years 6 months

Property Clerk

March 2011 - April 2013 (2 years 2 months)

Control costs associated with real estate rented by TNT, organizing tenders for renovation company - receiving renovations, searching properties for rent- contact with the landlord (price negotiations, preparation of lease agreements, subsequent contact with the landlord in matters related to the leased property), checking formal documentation of real estate, supervision of waste management, optimizing the cost of rented property, searching for new solutions to lower costs of rented properties. Contact with lessors in matters considering rented space.

Property Administrator

November 2007 - February 2011 (3 years 4 months)

Organize small tenders for suppliers of maintenance and repair services, organizing tenders for the cleaning company, then the full supervision of the services provided by it. Recruitment and supervision of the daily shift. Buying and supervision of air conditioners, weights (surveys, services). Organization of branches removal. Dealing with the current affairs of the administration.

QualiSort

Quality Controller

March 2005 - October 2007 (2 years 8 months)

quality control of automotive parts for VW car production line. Supervision the work of the team, preparing daily reports of the team's work.

Education

Warszawska Szkoła Zarządzania - Szkoła Wyższa

Postgraduate Diploma, Real Estate Manager · (2010 - 2010)

Wyższa Szkoła Finansów i Zarządzania

Master's degree, Psychology · (2003 - 2008)
