

PROFESSIONAL SUMMARY

Commercial real estate and operations professional with nearly three years of experience administering complex agreements, interpreting financial and legal obligations, managing lease portfolios, and supporting asset-level performance. Skilled in lease and contract administration, financial analysis, budgeting, CAM reconciliations, recoveries, operational reporting, and cross-functional coordination across legal, accounting, ownership, leasing, vendors, and property operations. Brings analytical problem solving, disciplined documentation, and a finance-oriented view of how contract terms affect cash flow, risk, and business decisions.

CORE COMPETENCIES

- Commercial Real Estate Operations
- Budgeting & Variance Analysis
- Contract Interpretation & Compliance
- Capital Project Oversight
- Lease & Contract Administration
- CAM Reconciliations & Recoveries
- Risk Identification & Issue Resolution
- MRI, Yardi, Excel & PowerPoint
- Financial Analysis & Reporting
- Rent Roll & Revenue Accuracy
- Vendor & Stakeholder Coordination
- Asset-Level Reporting

PROFESSIONAL EXPERIENCE

Commercial Lease Administrator | RAPPAPORT - McLean, VA

04/2026 - Current

- Review, interpret, and abstract complex commercial leases, amendments, renewals, assignments, estoppels, and related agreements across a retail portfolio.
- Translate lease language into accurate financial setup in MRI and Yardi, including base rent, CAM, real estate taxes, insurance, percentage rent, abatements, recoveries, expense caps, and billing terms.
- Maintain lease administration databases and electronic records; validate back-up documentation supporting charges, recoveries, notices, deadlines, commencement dates, and contract changes.
- Research and resolve commercial discrepancies involving rent abatements, percentage rent thresholds, billbacks, square footage changes, expense caps, recoverability questions, and amendment conflicts.
- Prepare recurring charge batches and rent roll updates; validate RCD/RCL activity, accrual-based billing, contractual rent schedules, and lease-driven cash-flow assumptions.
- Support operating expense reconciliations and budgets by analyzing recoverable pools, exclusions, amortization schedules, tenant-specific billing rules, and entitlement to recoveries.
- Collaborate with accounting, property management, legal, and asset management to provide contract interpretation, issue analysis, due diligence support, and documentation for ownership and internal stakeholders.

Commercial Property Manager | KETTLER MANAGEMENT - Washington, DC

07/2025 - 04/2026

- Served as sole commercial property manager for 500,000+ sq. ft. of mixed-use retail space, owning day-to-day financial, operational, tenant, vendor, and contract administration functions.
- Administered lease agreements for 20+ tenants, including interpretation of key financial and legal terms, rent roll accuracy, billing structures, recovery obligations, and lease compliance.
- Prepared annual operating budgets and monthly variance analysis comparing actual results to forecasts and underwritten financials for senior management and ownership review.
- Executed CAM reconciliations and resolved contract-driven issues with accounting, legal, ownership, and tenants, including recoverable charges, credits, overages, AR exposure, and amendment questions.
- Calculated percentage rent, sales breakpoints, tenant utility billbacks, and delinquency exposure while enforcing lease obligations to protect cash flow.
- Supported compliance and reporting for a multi-million-dollar commercial loan by validating rent, recoveries, lease-driven cash flows, and supporting documentation with ownership, lenders, and accounting.
- Coordinated capital projects from scope through completion, including vendor bidding, contract negotiation, budget tracking, cost control, scheduling, and operational oversight.

Assistant Property Manager | THE SHOPPING CENTER GROUP - McLean, VA**11/2023 - 07/2025**

- Supported daily operations, contract coordination, and financial administration across a multi-property commercial portfolio of 12+ retail assets.
- Assisted with lease administration, tenant accounts, rent billing, operating expense monitoring, and coordination of lease-driven financial obligations within Yardi.
- Prepared and reviewed monthly financial reports and supported recurring asset management meetings with ownership and internal stakeholders.
- Coordinated vendor contracts, service agreements, tenant communications, and operational issue resolution to support cost control and responsive service delivery.
- Maintained accurate property, tenant, vendor, and lease records to support reporting, audits, reconciliations, and ongoing portfolio management.

Temporary Executive Assistant / Contract Administrator | KETTLER - McLean, VA**08/2023 - 11/2023**

- Supported executive staff in standardizing vendor procurement processes through new systems, updated internal controls, and organized contract documentation.
- Administered contracts and procurement records, ensuring timely execution, complete files, and compliance with internal documentation standards.
- Reviewed and tracked vendor insurance, liability coverage, endorsements, and compliance requirements for commercial and multifamily real estate vendors and projects.
- Verified insurance certificates, coverage limits, and required documentation to ensure alignment with project-specific and corporate risk requirements.

Office Administrator | VALLEY SMART MOVE - Harrisonburg, VA**09/2022 - 06/2023**

- Served as primary office point of contact while supporting monthly budgeting, payroll processing, scheduling, customer service, administrative operations, financial records, internal documentation, and office schedules.

EDUCATION

Bachelor of Arts: Political Science, Sociology**JAMES MADISON UNIVERSITY - Harrisonburg, VA | 05/2023**

Dean's List | Make Your Mark on Madison Leadership Program | Student Government | Epsilon Sigma Alpha Treasurer.