



# MICHAEL ANDERSON

## LEASE ADMINISTRATION MANAGER

### PROFILE

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Accomplished Lease Administration Executive with a robust background in commercial real estate and lease management spanning over a decade. Expertise lies in developing effective lease strategies that align with organizational objectives while mitigating risks. Demonstrated ability to lead cross-functional teams in executing lease transactions and driving process improvements. Known for exceptional analytical skills and a detail-oriented approach that ensures accuracy in documentation and compliance.

### EXPERIENCE

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#### LEASE ADMINISTRATION MANAGER

##### Premier Properties Group

2016 - Present

- Oversaw lease administration operations for a portfolio of 500+ properties.
- Led negotiations for lease renewals and modifications to maximize revenue.
- Implemented a centralized lease tracking system that improved efficiency.
- Trained and mentored junior staff on lease administration best practices.
- Conducted financial analyses to support leasing decisions.
- Worked closely with the legal department to ensure compliance with regulations.

#### LEASE COORDINATOR

##### Metro Real Estate Services

2014 - 2016

- Assisted in the management of lease agreements for commercial properties.
- Prepared lease documentation and ensured accuracy in terms and conditions.
- Maintained lease files and records for compliance audits.
- Supported the negotiation process by providing market data analysis.
- Collaborated with accounting teams to reconcile lease-related expenses.
- Facilitated communication between tenants and property managers.

### CONTACT

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### SKILLS

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- Lease Strategy
- Risk Management
- Process Improvement
- Team Leadership
- Financial Analysis
- Communication

### LANGUAGES

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- English
- Spanish
- French

### EDUCATION

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**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, MAJOR IN REAL ESTATE, UNIVERSITY OF SOUTHERN CALIFORNIA**

### ACHIEVEMENTS

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- Streamlined lease administration processes, resulting in a 30% reduction in turnaround time.
- Recognized for excellence in negotiation, achieving significant savings for the company.
- Successfully managed a project that resulted in the successful onboarding of new tenants.