

Thomas L. McCreary Jr.
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Profile: Licensed Real Estate Broker FL, GA, HI, MA, MD, NC, NJ, NY, PA, VA Providing Brokerage Office Services & Property Management

I am a licensed Real Estate Broker in FL, GA, HI, MA, MD, NC, NJ, NY, PA, VA providing Brokerage office leadership, consulting services and managing as Broker of Record. I am a skilled leader and a fiscal manager of commercial real estate portfolios with a focus on Commercial Property Management. I am interested in working alongside responsible & seasoned managers and business owners as Broker of Record. Please contact me if you believe that I could be an asset to your team.

Areas of Focus:

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| • Brokerage Office Development & Mngt. | • Preventive Maintenance & Facilities | • Building Inspections |
| • Negotiating Service Provider Contracts | • Operating Budgets | • Financial Reporting |
| • Environmental & Storm Water Maintenance | • Accounts Receivables/Payables | • CAM Reconciliation |
| • Capital Projects | • Tenant Improvements | • Tenant Relations |

Licenses – Certifications

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| • Real Estate Broker's License FL, GA, HI, MA, MD, NC, NJ, NY, PA, VA | • PA Notary Public |
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Education

Bachelor of Business Administration in Management • (Cum Laude GPA 3.54) • Strayer University

Experience Summary

I'm an experienced Property Manager and am a licensed Real Estate Broker in FL, GA, HI, MA, MD, NC, NJ, NY, PA, VA.

I provide guidance and direct supervision to clients in setting up their brokerage office and property management companies managing real estate portfolios. I have in-depth knowledge of brokerage office operations.

I have been managing residential and commercial properties since 2003. I have managed single family homes, HOAs, trailer parks, apartment buildings, office space and up to 7 million sq. ft. of industrial buildings including Air Cargo space on JFK, Newark, Philadelphia & Harrisburg international airports with a host of the following skill sets;

- Work closely with owners and accounting teams in preparation of accurate and timely financial reports and overall portfolio performance.
- Provide property management leadership through the development and interpretation of policies and programs.
- Develop operating budgets, financial reporting and forecasting deferred maintenance.
- Risk analysis, identify exposure to the budget, and make recommendations to cure over expenditure.
- Financial analysis of operating expenses, billing tenant pro-rata share, taxes and CAM reconciliation.
- Conduct property inspections, manage preventative maintenance schedules and tenant work orders.
- Monitor vendor performance ensuring contract compliance.
- Review, negotiate and develop service provider RFP's and contracts for building systems' maintenance, fire & life safety, disaster recovery, HVAC, plumbing, electrical, roof inspections, landscaping, storm water contracts and other scheduled services, etc. for contracted services
- Oversee capital improvement projects and tenant improvements.
- Perform lease administration duties, monitor collections and coordinate default proceedings, prepare letters of intent, perform collection and eviction processes and attend eviction hearings.
- Provide time management best practices, development and supervision of direct report maintenance and administrative staff.
- Establish solid production schedules, streamlining turnovers, reducing vacant unit down time, and resolution of work orders.

Property Management Experience (2003 – Present)

REALTERM**Commercial Property Manager, East Region**

Manage approximately 1.5 million square feet 80% airport cargo facilities 20% real term logistics properties (trucking terminals). Portfolio is air cargo & last mile logistics in/around JFK, Newark, Philadelphia & Harrisburg international airport.

HORST REALTY**Commercial Real Estate Manager**

Financial budgets, reporting, facilities, project management, operations and tenant relations for a mixed portfolio of industrial, office and retail space of approximately 1.3 million square feet.

DUKE REALTY CORPORATION**Commercial Real Estate Manager**

Manage operations for a portfolio of 7 million square feet of industrial real estate in Pennsylvania and New Jersey. Oversee facilities management, project management, financial reporting and develop tenant relations.

CBRE**Real Estate Manager**

Managed office, and industrial space. Overseeing operations, budgets, tenants, project and construction management.

KETTLER PROPERTY MANAGEMENT**Multi-Site Property Manager**

Managed Expenses & capital projects, lease-up, revenue & budgets for 400 + units. Hire, mentor and supervise staff.

LINDY COMMUNITIES**Multi-Site Community Manager**

Manage the operations for 350 apartment units. Hire, develop and supervise maintenance and leasing staff.