Doug Summers

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Website

* www.summerscommercial.com

To acquire a challenging position with a progressive, growth-oriented company which will utilize the skills and demonstrated twenty-eight years of success in commercial and multi-family management and development of commercial and multi-family real estate. Detail-oriented Realtor/Managing Broker with extensive training in real estate sales and knowledge of financial advising. Skillful in client services and company branding to increase profitability, monitor markets and maintain relationships with clients. Excellent leadership, collaboration, and multitasking talents.

Skills

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| --- | --- |
| * Financial feasibility requirements * Sales-savvy * Sales brochure development * Property management * Promotion and advertising | * Real estate law * Agent and seller communications * Market monitoring * Commercial sales |

Work History

Summers Commercial Real Estate

Owner and Managing Broker // Geneva, IL // June 2008 to November 2021

* Established and developed real estate agency, driving recruitment and operational growth.
* Negotiated real estate contracts to navigate transactions between buyers and sellers and lessee and lessors.
* Managed 8 agents and assisted 10 potential property buyers to achieve residential and commercial goals.
* Obtained agreements from property owners to place properties for sale or lease daily.
* Managed all aspects of property management for portfolio of 200,000 square feet. Activities within this division included collections, property maintenance, tenant build outs, reconciliation and tracking tenant accounts and renewals.
* Compared properties possessing similar features to determine competitive market prices.
* Managed 8 agents and assisted 7 potential property buyers to achieve residential and commercial goals.
* Assisted clients in financial planning for purchase.
* Generated lists of properties for sale, locations, descriptions, and available financing options.
* Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
* Used critical thinking to break down problems, evaluate solutions and make decisions.
* Liaised between property owners and prospective buyers to facilitate purchase and transfer of ownership.
* Managed 6 agents and 2 support staff in efforts to assist 15-25 potential clients to achieve all their real estate goals.

Situs Real Estate

Director of Real Estate // St. Charles, IL // June 2006 to March 2008

* Oversaw lease and asset management, negotiations and renewals and tenant relations for properties under management.
* Optimized processes and supervised 5 employees.
* Delivered training for staff development, change management and materials, process, and technical controls.
* Defined clear targets and objectives and communicated to other team members.
* Maintained financial accuracy when handling over $75,000 in revenue each day.
* Enhanced social media initiatives while managing effective marketing campaigns.

Shodeen Management

Vice President of Management // Geneva, IL // January 2002 to January 2006

* Managed, leased, and optimized financial and operational performance portfolio valued at $85M, which included commercial and multi-family investments.
* Responsibilities included supervision of all activities or Property Managers and Maintenance Staff including setting policy and procedures, education, and training, Ensured consolidation of bidding efforts for all properties.
* Coordinated and consolidated reporting to ownership Developed and implemented marketing plans for all properties.
* Managed annual budget preparation Continually analyzed marketplace and adjusted operations accordingly.
* Researched, identified, and implemented technology for all properties to obtain cost savings where possible.
* Spearheaded growth opportunities in marketplace (acquisitions) Supervised construction of tenant improvements and contractual performance of leases
* Advanced through the company from Property Manager to Divisional Manager to Vice President

Education

MBA - Education Administration

James Madison University // Harrisonburg, VA // June 1990

Bachelor of Science - Marketing

Eastern Illinois University // Charleston, IL // August 1988

Affiliations

* Licensed Managing Broker / State of Illinois
* National Association of Realtor
* Association of Illinois Real Estate Educators