

Mary Becker, Broker, RPA, ACoM
Licensed Florida Real Estate Broker
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PROFESSIONAL EXPERIENCE

I am a veteran Property Management Specialist, Controller and Office Manager who brings more than 20 years experience in all aspects of commercial real estate management and investment and more than a decade in bookkeeping and office management.

Theo Development, Inc.

June 2000 - Present

Business Manager &

Senior Property Manager

As Business Manager, I oversee the company's investment portfolio of commercial office buildings, light industrial warehouses, retail strip centers and neighborhood shopping centers. I have been instrumental in locating new investment property, facilitate and review the feasibility studies conducted and prepare proformas. My expertise includes negotiating new leases and renewals, full charge bookkeeping, prepare financial statements, review investments for capital improvements, hiring and supervising contractors, overseeing construction for tenant build-outs, repairs and maintenance for common areas, preparing annual budgets, maintaining computer software and hardware, and overseeing multiple corporation subsidiaries.

PM Community Specialists

March 1999 - September 1999

Controller/MIS Director

PM Community Specialists managed many condominium complexes that run along Chicago's "Magnificent Mile" and "Gold Coast". I was the head of the accounting department, met frequently with the condo boards to discuss the financial statements for the associations, as well as supervised the property accounting staff.

First Merit Realty Services, Inc.

November 1989 - March 1999

Corporate Bookkeeper & Office Manager

At First Merit I was the full charge bookkeeper for their portfolio of 18 apartment complexes and 5 prestigious "Loop" high rise office buildings. I also supervised the corporate headquarters staff. This position was instrumental in directing my career into the commercial real estate industry.

I relocated to Southeast Florida in October, 1999 where I held a position as a Property Management Software (Skyline®) Consultant for Anton Systems, Inc. , Ft. Lauderdale, FL.

Professional Organizations: *A Licensed Florida Broker, a Certified Professional Bookkeeper, a CCIM candidate and member, an Accredited Commercial Manager, a CPM candidate and member of IREM, an RPA designee and member of BOMA and a member of the National Association of Realtors and Palm Beach Realtors Association and a member of CREW.*