

NICK W. MORTON

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A highly motivated self-starter that is detail oriented with outstanding management, leadership and customer service skills, seeks challenging, career-oriented position.

EDUCATION

BACHELOR OF SCIENCE (BUSINESS ADMINISTRATION-FINANCE/REAL ESTATE & LAND USE),

CALIFORNIA STATE UNIVERSITY OF SACRAMENTO (2002)

CERTIFIED CALIFORNIA REAL ESTATE BROKERS LICENSE (LIC. 01728142)

SUMMARY OF QUALIFICATIONS

- ♦ Extensive knowledge with all aspects of commercial property management.
- ♦ Extensive knowledge in the construction and sales of the new home market.
- ♦ Strong client relationships with the ability of adapting to each and every new client.
- ♦ Very accustomed to working in a team atmosphere and environment.
- ♦ Excellent communication and interpersonal skills; easily develop positive rapport.
- ♦ Strategic and integrated thinker, with ability to apply original marketing concepts.
- ♦ Ability of taking on multiple tasks at hand.
- ♦ Unique combination of intuitive and analytical abilities.
- ♦ Astute at recognizing areas in need of improvement, with vision to develop and execute action steps.
- ♦ Capable of operating computer programs including all Microsoft Applications and able to learn new applications quickly.
- ♦ Proficient and knowledgeable with Yardi.

PROFESSIONAL EXPERIENCE

SIERRA PROPERTY MANAGEMENT-CITRUS HEIGHTS, CA

COMMERCIAL PROPERTY MANAGER (MAY 2007-PRESENT)

- ♦ Manages all aspects of commercial properties consisting of retail, office, industrial and associations including marketing, operations, and financial activities through effective communication and management skills.
- ♦ Oversees collection of rents, payment of expenses, compliance with lease terms and preparation of all required legal notices.
- ♦ Responds to tenant's needs and coordinates with maintenance staff to resolve problems. Maintains positive relationships and high retention levels with all tenants.
- ♦ Communicates regularly with property owners to ensure that objectives are being met. Anticipates and responds to owner's needs and concerns.
- ♦ Oversees the preparation of accurate, timely and complete monthly financial reports.
- ♦ Supervises/manages the planning, budgeting and control of operating and capital expenditures.
- ♦ Prepares annual budgets, forecasts, reserve studies, management plans, and monthly performance reports.
- ♦ Provides leasing for owner's by negotiating with new and existing tenants.

BEAZER HOMES INC.-ROSEVILLE, CA

ASST SUPERINTENDENT/LEAD BUILDER SALES COORDINATOR (JULY 2004-NOV 2006)

- ♦ Manages a database of clients by building a relationship with each client through effective communication.
- ♦ Prioritizes agenda according to clientele needs.
- ♦ Facilitates meetings with construction and sales staff to ensure that homes are completed on time and with in company standards.
- ♦ Supervises and delivers a clean, safe and accident free work place by implementing OSHA safety regulations.
- ♦ Direct point of contact for new homebuyers to address any potential problems or questions from the start of contract through closing.

ELLIOTT HOMES-FOLSOM, CA

ASSISTANT SUPERINTENDENT (DEC 2000- JUN 2004)

- ♦ Assisted the superintendent in all aspects with the completion of the homes.
- ♦ Worked in conjunction with the sub-contractors and inspectors in order to complete each new home.

QUALITY REFERENCES AVAILABLE UPON REQUEST