

CHARLES E. FRASCONE

“Very professional and highly respected by coworkers, tenants, vendors and ownership.”
Ronald Meredith, General Manager, Jack Dymond Associates

CONTACT

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OBJECTIVE

- Seeking full time employment as a Commercial Real Estate Property Manager in the San Francisco Bay Area.

QUALIFICATIONS

- Fifteen plus years experience managing multi-tenant office properties, R&D/light industrial properties and mixed use retail properties in Mountain View, Palo Alto and Los Altos totaling nearly one million square feet.
- RPA Designation, BOMI International since November 2001
- Broker License, California Department of Real Estate # 01140007

WORK HISTORY

- 1996 to Present - Property Manager Jack Dymond Associates, Los Altos, CA
- 1994 to 1996 - Real Estate Sales Agent, Contempo Realty, Milpitas, CA
- 1977 to 1996 - Self Employed Business Owner, Palo Alto, CA

SKILLS, KNOWLEDGE & ABILITIES

- Negotiated tenant leases and prepared lease documents.
- Negotiated vendor contracts and service agreements.
- Managed tenant improvement projects.
- Managed maintenance staff.
- Scheduled and managed capital improvement projects.
- Scheduled preventative maintenance and inspections.
- Point of contact person for Tenant/Landlord issues.
- Involved with annual operating budget preparation.
- Experienced with hazardous materials testing and removal (air, soil, water, mold, asbestos, underground storage tanks)
- Experienced with property fire damage and restoration.
- Experienced with ADA and life safety requirements.
- Direct reporting to ownership.
- Owners representative during construction of Class A office building.

ACHIEVEMENTS

- Reduced water usage by upgrading restroom equipment, installing programmable irrigation controls and using native drought tolerant plants in landscaping.
- Reduced electrical usage by replacing older lighting fixtures with new lower wattage fixtures.
- Implemented recycling program.

REFERENCES

- Provided upon request.

“It’s not impossible, you just haven’t found the answerkeep looking”