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EDUCATION

Bachelor of Science
Business Management
Houghton College
Houghton, NY
Graduated: 2001

Associate of Science
Business Management
Jamestown Community College
Jamestown, NY
Graduated: 1997

ADDITIONAL EXPERIENCE

General Manager/Owner
Molly World Amusement Park
Lakewood, NY
1993 – 1995

East Coast Sales Manager
Bush Industries
Jamestown, NY
1990 – 1993

General Manager/Owner
The Body Slender Fitness
Jamestown, NY
1987 – 1990

SUMMARY

Results-oriented, diversified professional with demonstrated success in business development and all facets of business. Creative leader with communication and relationship skills that foster excellent customer satisfaction. Superior organizational, analytical, time management and negotiation skills with a strong bottom line orientation.

EXPERIENCE

Broker & Owner | SBRE – Sherry Bauer Real Estate, Erie, PA | 2013 – Present
Associate Broker/Branch Manager | CBRE – CB Richard Ellis, Erie, PA | 2009 – 2013
Associate Broker/Regional Manager | Prudential Real Estate, Erie, PA | 2006 – 2009
Associate Broker | Century 21 Commercial, Lakewood, NY | 2004 – 2006

- Licensed real estate broker in Pennsylvania and New York.
- Provide full brokerage and asset management services; sales and leasing of industrial, retail, office, multi-family and vacant land as well as property management.
- Skill set includes extensive site selection/development, new business attraction and business retention.
- Assist clients with strategic real estate decisions, industry/market research and business valuations.
- **Key Achievement:** Closed more than \$196 million in single sales and lease transactions.

President & Owner | Key Business Solutions, Inc. | 2003 – Present

- Provide consulting, project management, feasibility assessment and business development services.
- Consult with clients on comprehensive site planning and infrastructure; project design/budgets, required permitting, zoning and occupancy approvals.
- Identify traditional and non-traditional funding sources.

Deputy Director | County of Chautauqua Industrial/Economic Development Agency, Jamestown, NY | 1999 – 2003

- Provided direct support to the Chief Executive Officer; managed financial operations, capital investments and revolving loan programs for \$18 million economic development agency.
- Responsible for new business development, business retention, venture capital and collaborative services.
- Hired, supervised and led team of eight.
- **Key Achievement:** Negotiated new business development and capital investment totaling more than \$38 million.

Business Manager | First Presbyterian Church, Jamestown, NY | 1998 – 1999

- Directed all financial operations and \$2 million investment portfolio.
- Developed and implemented operating policies, procedures, protocol & business strategies for maximum return on investments and enhanced operations.
- Managed team of twelve staff members and multiple volunteers.
- **Key Achievement:** Implemented initiatives to maximize profit while minimizing risk in a not for profit company.

Executive Director | Chautauqua Regional Youth Ballet, Chautauqua, NY | 1995 – 1998

- Directed all financial operations, investments, endowments and capital fund drives.
- Negotiated contracts with renowned guest artists and managed high-end theatrical productions.
- **Key Achievement:** Secured collaborative partnership with renowned Chautauqua Institution Dance Company.