

# KATHLEEN M. BAK

*Licensed Real Estate Managing Broker | Property Tax Specialist | Notary Public*

---

## PROFILE SUMMARY

---

Licensed real estate managing broker and owner with 25+ years of experience leading and managing real estate operations and business activities profitably. Has a track record of performing market assessment and providing exceptional service with expert knowledge of the real estate market. Extensive background in property tax appeals, comparative market analyses, and foreclosure evaluations. Valued for servant leadership, interpersonal communication, complex negotiations, and accountability.

## PROFESSIONAL EXPERIENCE

---

### **Owner / Founder / CEO | Gates & Gables Company**

January 2020 – Present

*Arlington Heights, IL*

- Oversee a portfolio of 17 real estate properties with responsibility for marketing and sales
- Direct real estate operations and business activities to produce desired sales and customer service results
- Coordinate a variety of real estate transactions involving various phases of real estate from contract to closing
- Review and negotiate 20+ property leases and renewals amounting to \$1.2 million in base rent commitments over 2 years
- Analyze the real estate market to identify and leverage investment opportunities regarding the acquisition and disposition of real estate properties
- Provide strategy development, portfolio analysis, and realization of cost savings initiatives for the company's real estate portfolio
- Supervise and mentor real estate professionals on strategies to gain trust and loyalty with customers
- Conduct comprehensive comparative market analyses (CMAs) and sales/equity comparisons to support accurate property valuations
- Provide expert guidance to clients on property tax appeals, leveraging extensive knowledge of local tax codes and valuation practices
- Support REO clients with foreclosure evaluations, Broker Price Opinions (BPOs), and tailored property insights

### **Alternate Member | Lake County Board of Review**

August 2020 – Present

*Waukegan, IL*

- Analyze property data and comparables submitted by appellants as well as assessors' justifications for current assessments
- Critically evaluate and synthesize complex quantitative and qualitative information utilizing data analysis tools and techniques to determine the validity of each appeal
- Conduct objective reviews of property tax appeals from homeowners or their legal representation
- Participate in collaborative deliberation with other alternate board members to reach fair and equitable decisions on each appeal
- Apply expert knowledge of tax codes, market comparables, and equity data to support fair and accurate property assessments
- Stay current on procedures by reviewing policy changes and attending all required training

### **Owner / Founder / CEO | Front Gate Real Estate Inc.**

August 2014 – January 2020

*Antioch, IL*

- Directed all aspects of real estate transactions in Illinois and Wisconsin, ensuring full compliance with state laws and regulations

- Oversaw a portfolio of real estate properties with responsibility for marketing, sales, and lease negotiations
- Analyzed the real estate market to identify and leverage investment opportunities
- Provided strategy development, portfolio analysis, and realization of cost savings initiatives

## **VOLUNTEER & COMMUNITY INVOLVEMENT**

---

- Heroes Guide for Real Estate – Homes for Heroes (April 2019 – Present), Minneapolis, MN
- Antioch Development Committee – Leader (March 2016 – Present), Antioch, IL
- Girl Scouts of America, Chicagoland Chapter – Leader (August 2006 – Present)

## **CORE SKILLS**

---

- Property Tax Appeals & Sales/Equity Comparable Research
- Comparative Market Analyses (CMAs) for Homeowners and Appeals
- Residential & Commercial Real Estate Transactions
- Foreclosure Evaluations, Broker Price Opinions (BPOs) & REO Support
- Illinois and Wisconsin Real Estate Law Knowledge
- Visionary & Servant Leadership | Staff Management | Communication
- Contract Administration | Complex Negotiations | Analytical Problem Solving
- Notary Public – Document Certification and Processing

## **LICENSES & CERTIFICATIONS**

---

- Illinois Real Estate Managing Broker License #475.018038 | Issued August 2014
- Wisconsin Real Estate Managing Broker License #57847-90 | Issued August 2014
- Illinois Real Estate Broker | Illinois Dept. of Financial and Professional Regulations | January 2006
- Wisconsin Real Estate Agent | Dept. of Safety and Professional Regulations | March 2006
- ABR – Accredited Buyer's Representative | Since 2020
- CRS – Certified Real Estate Specialist
- SFR – Short Sale Foreclosure Representative
- MRP – Military Relocation Professional
- CRP – Certified Relocation Professional
- Notary Public – State of Illinois

## **REFERENCES**

---

- Laura Morgan | Owner/Founder, Morgan HR, Inc. | [REDACTED]
- Michael Phillips | Executive, Board Member & Advisor, Kellogg Executive Education / VSEC, LLC, Chicago, IL | [REDACTED]
- Vince Incopero | Attorney, Real Law Group, Rolling Meadows, IL | [REDACTED]