

Michael Shalen  
19 Burning Tree  
Deerfield, IL 60015  
Phone: 847-767-5834  
Email: [m7591618@Yahoo.com](mailto:m7591618@Yahoo.com)

Experience:

2007 - Present Chicago Office Advisors, Deerfield, IL  
2005 - 2007 Tenant Advisors, Verona, NJ  
2000 - 2005 Grubb & Ellis Company, Fairfield, NJ  
1998 - 2000 Weichert Commercial Real Estate, Parsippany, NJ

Worked as a licensed Real Estate Broker performing the following functions:

Represented pension funds, REITs and developers in the leasing of office and industrial property. Leveraged local market intelligence and established relationships to achieve maximum occupancy levels for client properties and to quickly secure tenants to fill vacated space.

- Advertised property availability in industry appropriate periodicals
- Developed database of prospective tenants utilizing industry specific directories, public and subscription databases and attending trade shows
- Contacted prospective tenants via website, mail, email and telephone
- Met and networked with local business and economic development agencies
- Show property to potential tenants and followed up all contacts
- Negotiated and executed lease agreement

Represented tenants in obtaining leases of industrial and office property. Advised real estate users on the relocation and expansion of their operations, disposition and renegotiation of existing leases, and strategic planning for their future space needs. Evaluated current space needs and recommended creative solutions.

- Established client's criteria for location, building and space requirements
- Surveyed the market and selected qualified properties that met client's criteria
- Solicited and analyzed lease proposals
- Negotiated lease agreements and executed agreement
- Prepared and approved final leasehold improvement and construction plans
- Select construction manager, bid improvements and monitor till completion

Managed build out process for both owners and tenants. Tenant improvements included bidding project and supervising process from design through issuance of certificate of occupancy.

- Responsibilities included: third party oversight, estimating budgets, monitoring schedule adherence, analysis of bids and contract award.
- Limited site assessments including physical property assessment, system and equipment analysis
- Management of outside technical services including inspection, design, environmental and OSHA compliance.