

Kathleen M Bak

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. Valued for servant leadership, interpersonal communication, complex negotiations, and accountability.

PROFESSIONAL EXPERIENCE

Gates & Gables Company Arlington Heights, IL 60004

Owner/Founder/CEO

01/15/2020

Present

- Oversee a portfolio of 17 real estate properties with responsibility for marketing and sales
- Direct real estate operations and business activities to produce the 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 that amounted to \$1.2 million in base rent commitments for 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 a real estate professional on strategies to gain trust and loyalty with customers

Front Gate Real Estate Inc - Antioch, IL 60002

Owner/Founder/CEO

08/01/2014 – Stop date

- Led real estate operations and business activities in line with the overall strategy & mission to produce the desired sales and customer service results
- Oversaw the entire transaction of real estate deals worth over \$1 million - from pricing to open houses, negotiating, closing and settling
- Managed communication and relationship with clientele, real estate investors, and business partners to ensure business growth
- Generated a steady flow of new sales leads through referrals from satisfied buyers/sellers, online marketing, and network of partner realtors
- Prepared, drafted, reviewed and negotiated real estate contracts for clients with confidentiality to suit their best interest
- Maintained a great sales & customer service oriented environment through training, mentoring, management, and supervision of 35 real estate staff

VOLUNTEER EXPERIENCE

Heros Guide For Real Estate Member

04/15/2019 to current

Homes For Heros, Minneapolis, MN

Member

03/2016 to Current

Antioch Development Committee, Antioch, IL 60002

Leader

Girl Scouts of America, Chicagoland Chapter

08-2006 - Current

LANGUAGE

- English (Fluent) and French (Basic)

CORE SKILLS

- Visionary & servant Leadership
- Commercial acumen
- Real estate Negotiation
- Contract administration
- Staff management
- Communication
- Analytical & Problem solving
- Attention to detail

CERTIFICATION

License Designation CRS –
Certified Real Estate Specialist

License Designation SFR –
Short Sale Foreclosure Representative

License Designation MRP –
Military Relocation Professional

License Designation CRP –
Certified Relocation Professional

Illinois Real Estate Broker |
Illinois Department Of Financial
and Professional Regulations |
01/06/2006

Wisconsin Real Estate Agent
Department of Safety and
Professional Regulations |
03/15/2006

Illinois Real Estate Managing
Broker | Illinois Department Of
Financial and Professional
Regulations | August 2014

Wisconsin Real Estate Broker |
Department of Safety and
Professional Regulations | August
2014