

Shara M. Galonsky

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To Whom it May Concern:

Most recently I held the position of Manager, Development Research and have built a career based in the commercial real estate industry as well as retail property development. I have a background in market analysis, GIS, department management, general agent support, as well as decision making and staff training. I would like to explain how my career achievements prepare me to be an immediate productive member of your team. I will bring the following set of skills to your organization:

- Researching Market Fundamentals and Property Information
- Compiling and Analyzing data to formulate and write reports for high level agents
- Developing Presentations
- Manage a Department Budget
- Evaluation of Alternatives for System Improvement
- Personnel Management
- Training and Development
- Troubleshooting
- Event Planning and Coordinating
- Client Relations

Through my 14 years of participation in the commercial real estate industry, I have developed experience in investment, and the analysis of economic and demographic trends. I've written and applied my findings and opinions in research reports, presentations, as well as various other projects. As the primary contact for all components of the GIS department, I was able to use my real estate background to aid agents and senior level executives with site selection strategies, evaluation, and acquisition of business locations nationally. Additionally, I have written user manuals and have trained agents and staff on the use of mapping, demographic data and other software applications. In my management role, I developed and restructured the Research department in accordance with company standards, objectives and long-term goals. With the responsibility of managing and hiring staff, I also managed and developed annual budgets, which included publications, software, hardware, and other research library materials. Using my interpersonal skills, I have been the primary contact to outside data and publication vendors. I have also organized and planned speaking engagements and conference events that reached a wide audience of community leaders, real estate professionals and media contacts.

I look forward to a further discussion of how I can contribute to your team. Please contact me to establish an interview date. Thank you very much.

Sincerely,

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OBJECTIVE

Apply my real estate and analysis experience with my management, training and development skills to add value to a company and aid them in achieving success.

SKILLS PROFILE

- Analyzing commercial real estate and markets
- Producing and delivering market reports and presentations
- Training and instructing staff and executives
- Budget development
- Creating local marketability
- Managing GIS and demography solutions

WORK HISTORY

10/08 – 2/09 – Macerich (Westcor), Phoenix, Arizona – Manager, Development Research

- Developed and analyzed data to be used towards the new development and re-development of malls.
- Developed national retailer and shopping center database.
- Create mapping and demographic solutions to be used companywide.
- Provided research support to leasing agents and property managers.

4/07 – 4/08 – Prudential CRES Commercial Real Estate, Phoenix, Arizona – Director of Research

- Developed and shape Research department objectives, goals, and agent support, as the regional director.
- Write and edit research products and articles for office, retail, and industrial properties in Phoenix and Las Vegas.
- Worked with agents in a hands on approach to deliver information to be used in the sale and lease of properties.

4/05 – 4/07 – Marcus & Millichap, Phoenix, Arizona – Senior Market Analyst

- Analyzed economic, fundamental and investment trends in various commercial real estate markets.
- Write and edit market reports for multi-family, office, retail, industrial and self-storage asset types.
- Produced specialty reports for national conferences.
- Managed mapping and demographic components; train agents and staff for utilization of these components.

1/01 – 3/05 – Colliers International, Phoenix, Arizona – Research and Marketing Manager

- Managed research and marketing department along with library of research material.
- Restructured the department and implemented department objectives in accordance with company goals.
- Developed and hard-coded listings website utilized by Colliers International offices nationally.
- Analyzed market and economic trends; developed quarterly market reports and annual market forecast.
- Prepared demographic analysis for site selection.
- Trained agents to use commercial real estate related software applications.
- Promoted from Industrial Research Specialist to Research and Marketing Manager in July, 2001.
- Created and maintained listings database; implemented database to track industrial buildings.
- Prepared demographic reports and large property specific competition and trade maps.

5/98 – 12/00 – Core Jackson ONCOR International, Phoenix, Arizona – Research and Marketing Director

1/97 – 4/98 – Phoenix Memorial Hospital, Phoenix, Arizona – Administrative Assistant III

4/96 – 9/96 – The Webb Companies, Lexington, Kentucky – Executive Administrative Assistant

2/95 – 3/96 – KOLL, East Meadow, New York – Secretary

EDUCATION

- B.A., Humanities, 12/1994 - SUNY Stony Brook, Stony Brook, New York

COMPUTER SKILLS/PROGRAMS

- Microsoft Windows, Office (Excel, Word, Powerpoint, Access, Outlook), Indesign, Photoshop
- MapInfo, Regis, SitesUSA, PCensus, Claritas products, SRC products, geocoding and segmentation
- Comps/CoStar, Economy.com, InfoUSA, MetroScan, RCAnalytics, RealQuest, Reis, PPR