

## Matt J. McGill, CSM

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### Summary

- Demonstrates a strong ability to coordinate, placing urgency on crucial matters.
- Extremely versatile and able to handle all type of projects.
- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
- Licensed Florida Broker
- Certified Shopping Center Manager (CSM) through ICSC
- Experienced in all aspects of the development process.
- Knowledgeable on various computer programs including Microsoft Office, FrontPage and Publisher, Adobe Photoshop, Illustrator, Dreamweaver, Intuit QuickBooks, and AutoCAD

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### Education

**Bachelor of Science in Business Administration** 2006  
*The Ohio State University, Columbus, OH*

**Graduate** 2000  
*Solon High School, Solon, OH*

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### Career History & Accomplishments

Project Manager, MPG Property Group 2004-Current

President, MJM Property Management and Development 2009-Current

- Past and current responsibilities include the following tasks:
  - Property Management:
    - Producing and following yearly budgets for each property.
    - Billing tenants annually for common area maintenance costs, insurance and real estate taxes.
    - Rent collection and managing accounts payable/receivable including issuing notices of default/delinquency.
    - Pursuing eviction and/or collection of past due accounts.
    - Reconciling common area costs, insurance and real estate taxes on an annual basis.
    - Providing financial reporting to lenders.
    - Submitting escrow draws to lenders.
    - Coordinating monthly mortgage payments and monitoring escrow account balances.
    - Overseeing day to day operations at the property level.
    - Being on call 24/7 for center emergencies.
    - Obtaining bids and letting contracts for all third party site activities including, but not limited to, rubbish removal, snow removal, landscape maintenance, fire alarm repairs, fire alarm monitoring, power washing, misc. site repairs, misc. building repairs, parking lot repairs and parking lot light repairs
    - Initiating preventative maintenance on buildings and parking lots.
    - Tenant coordination including sign and government approvals, custom build outs, lease negotiations and construction oversight.

- Utility management including common electric control and programming, optimizing methods of collection and meter reading, reducing costs by making systems more efficient.
    - Pursing new tenants and seasonal tenants to fill vacancies.
  - Marketing:
    - Preparing wall boards, banners, marketing flyers, and other promotion materials for trade shows/deal marking conferences.
    - Attending and participating in trade shows/deal marking conferences including assembling and dissembling the promotional booth.
    - Using AutoCAD to construction site plans or existing and proposed construction.
  - Property Development:
    - Initial site design and layout taking into account zoning regulations and specific tenant requirements.
    - Preparing budgets and projections based on site plans, construction estimates and projected tenant revenues.
    - Submittal and attendance at government meetings for site plan approvals, re-zonings and variances.
    - Pursing and negotiating with tenants including preparing and reviewing letters of intent, preparing and reviewing leases, providing cost estimates to tenant construction exhibits, and coordinating sign and build out specifications with tenants.
    - Coordinating with all third party consultants including geotechnical engineers, traffic consultants, environmental/wetland specialists, civil engineers, architects, and any other consultant that might be necessary in order to complete development of a property.
    - Coordinating with all public entities for approvals including building and zoning departments, environmental agencies, department of transportations and any other agency that may have jurisdiction over a portion of the project.
    - Applying for/meeting with all utility providers to determine how utilities will be installed to service the development.
    - Obtaining construction bids and preparing/letting contracts for construction of site improvement, off-site improvements, utility extensions, buildings, landscaping, site lighting, and irrigation.
    - Preparing notices and overseeing the turnover of spaces to tenants.
    - Closing out and completing any loose ends of the project.
  - General
    - Preparing overall company budgets and cash flow statements.
    - Preparing amortization schedules.
- Bag Room Attendant, Barrington Golf Club, Aurora, OH 1997-2002
  - Setting up and daily golf activity including the driving range and stored golf clubs.
  - Preparing and running shot gun style outings with up to 180 players.
  - Acting as starter and caddy master while preparing carts for play.

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**Personal**

- Married with three children.
  - Enjoys running, skiing, tennis, football, hiking, and boating.
  - Originally from Ohio but has lived in Florida since 2007
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