

Ray Alyssa Rothman
MSRE, CCIM, Real Estate Broker
404-403-3690
ray@rayrothman.com
www.linkedin.com/in/rayalyssarothman/

QUALIFICATIONS SUMMARY

Experienced real estate professional with over 15 years of experience in consulting, brokerage, leasing, and property management.

KEY COMPETENCIES

Sales/Business Development * Goal Oriented * Problem Solver * Collaborative * Detailed Orientation* Creative Thinker * Exceptional Listener * Organized * Analytical * Skilled Negotiator* Cross Functional Collaborator *Innovative * Achiever *

PROFESSIONAL EXPERIENCE

Home Depot, Atlanta, GA

2018 – Present

Lease Administrator / Senior Analyst

- Administers retail leases and oversees owned properties as well as operating agreements for over 595 properties in Mid-Atlantic and Southeast region of the United States
- Interprets leases, tracks critical dates, as well as reviews financial and operational obligations
- Works closely with region's real estate manager, legal and building services departments, landlords and property management professionals
- Prepares real estate owned and regular estoppel certificates as well as SNDAs
- Initiates workflows in Lucernex on lease renewals and renegotiations
- Reviews attorneys' post-closing memos and abstractions in Lucernex
- Summarizes for team the property information and responds to ROFOs
- Drafts lease summaries on leased stores in portfolio
- Participates in bi-weekly calls with outside brokerage firm and responds to their inquiries
- Compute tenant recovery billings, including CAM/Operating Expenses, property tax, insurance, percentage rent and utilities
- Coordinates tenant terminations in single and multi-tenant centers
- Works on special projects

Sabra Property Management, Atlanta, GA

2018

Commercial Leasing and Administration

- Property Management over one office tower and four small retail centers
- Collected base rents and operating expense reimbursement from tenants, scanned deposits to bank, posted in PropertyBoss and sent to Accounting
- Produced delinquency reports and addressed late payments with calls, visits, and late notice letters
- Processed invoices and submitted to Accounting for payment
- Requested refund of security deposits after tenant moved out
- Aided leasing activity, conducted leasing tours and assisted in lease negotiation process
- Prepared standard lease documents, modifications, proposals and correspondence
- Abstracted leases
- Inspected vacant units following move out
- Inspected properties regularly and wrote up reports and work orders

Home Mortgage Corporation, Atlanta, GA

2016 – 2017

Processor and Business Development

- Set up and order out files (VOE, USPS, CAIVRS, FHA Case #, Flood Cert, Title and 4506)
- Prepared compliance check list
- Ordered appraisals, reviewed completed appraisals for corrections, and submitted appraisals for insuring
- Organized closed loan files
- Shipped files to investors
- Marketed both residential and commercial new lending business
- Handled approximately 20 loans per month

Homemaker / Mother

2005 - 2016

Rothman & Associates, Inc., Atlanta, GA**1995 – 2005***Owner/Broker*

- Principal for self-founded real property brokerage and advisory services firm representing individuals, small businesses and Fortune 500 companies
- Created a successful boutique commercial real estate brokerage firm focused on retail, office, and land transactions ranging from \$200K to \$10M
- Represented buyers/sellers & investors/developers in acquisitions and dispositions
- Sourced sites and spaces, analyzed options and negotiated leases for office and retail tenants
- Actively marketed listed retail and office properties and land tracts for development and redevelopment
- Successfully matched buyers for investment and 1031 exchanges
- Member Atlanta Commercial Board of Realtors Million Dollar Club 1998 - 2004

Eagle Real Estate Advisors, Inc., Atlanta, GA**1994 – 1995***Assistant to the Vice President/Associate Broker*

- Firm specialized in retail and residential development and land brokerage to third party developers
- Provided analysis and support to VP of subsidiary of Eagle Bancshares, Inc.
- Involved in the analysis and presentation of income producing properties to institutional, foreign and individual investors
- Assisted VP in analyzing development cost estimates, financing alternatives, and handling land use issues
- Assembled land parcels for retail development and site selection
- Assisted with market and proforma analysis for grocery store-anchored and power center developments
- Handled various facets of residential development from land acquisition/loan packaging to the evaluation of a builder program versus a merchant builder take-out alternative
- Acted as tenant representative for medium size retail user

Deloitte & Touche Valuation & Realty Consulting Group, Atlanta, GA**1989- 1994***Consultant and Senior Consultant*

Provided market research and financial analysis for diverse portfolio of commercial and institutional grade assets.

National Real Estate Research Coordinator, Senior Consultant, 1993 - 1994

- Created, promoted and maintained Southeast real estate information services research center
- Provided collection and analysis of historic and current market trends, vacancy rates, absorption, and valuation issues for all major national markets
- Hired, trained and supervised staff

Consultant, 1989 - 1992

- Implemented audit support, due diligence acquisition and disposition reviews, appraisals/ appraisal reviews, litigation support, market feasibility studies, workouts, and portfolio analysis
- Networked regionally to target new business prospects including financial institutions, developers, pension funds, corporate users, and foreign investors; designed proposals and composed work plans
- Served as real estate consultant for nationally renowned San Francisco-based formerly called Deloitte, Haskins & Sells in The Roulac Group: assisted in all facets of opening Atlanta office

EDUCATION

MSRE (Masters of Science in Real Estate), Georgia State University, Atlanta, GA

BBA (Bachelor of Business Administration), Double Concentration in Finance and Marketing, Emory Univ., Atlanta, GA

CCIM (Certified Commercial Investment Member), Designee #5362

PROFESSIONAL DEVELOPMENT

ARGUS Boot Camp Week Course Fall 2012 at ACG Professionals

Georgia Real Estate Commission, Broker License

American Institute of Real Estate Appraisers Exams (including Real Estate Appraisal Principles, Basic Valuation Procedures, and Capitalization Theory Course, Part A & B)

TECHNICAL SKILLS

Microsoft Office including Word, Excel, and Outlook, Lucernex real estate software, and basic understanding of PowerPoint, Access & Basic Quickbooks