

James T. Saint, CCIM

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Professional Objective

Real estate and asset management – I seek a senior leadership role with a highly reputable corporate real estate operation that creates value in its corporate portfolio by repositioning under-utilized, mismanaged, and/or under-performing assets. As a leader within this organization, I desire to work with an aggressive and comprehensive management/operational team to add significant value to its corporate properties. In return, the organization will see immediate, tangible, and measurable results from my efforts.

Professional Profile

20+ years of bringing project added value while creating synergy by reducing operational costs, increasing profitability, as well as bringing professional expertise into all facets of real estate asset or corporate facility management. Outstanding leadership abilities, coordinating and directing all phases of project-based efforts while managing, motivating and leading project teams. Develops effective policies, procedures and business specifications, as well as compiling project documentation and milestones. Impeccable integrity with cultural sensitivity and work ethic. Experienced with real estate management in the United States and Middle East.

Core Competencies

Revenue Enhancement & Recovery
Property, Tenant & Vendor Management
Demographic & Site Location Analysis
Contract Negotiations
Capital & Tenant Improvement Projects
Corporate & Partnership Documentation

Portfolio & Asset Management
Corporate Facility Management
Operational & Financial Management
Vendor Contract & Utilization Analysis
Lease Documentation Audit & Forensic Analysis
Loan & Financial Documents

Key Accomplishments

- Implemented and oversaw reorganization of 12th largest US public housing authority in El Paso, Texas consisting a \$1.7 billion portfolio of 11,300 units in 70+ properties with \$75 million in annual revenues providing public housing to 7% of the local population; overseeing two sub-contractor property management companies; directing and supervising various construction projects ranging from \$50,000 to \$2 M in value, all during the COVID-19 pandemic crisis of 2020/2021/2022.
 - Originated and supervised renovations to reporting process to HUD and TDHCA, recovering \$20 million in uncollected voucher funds; improving report times by 2/3's.
 - Supervised lease up processes improving occupancy by 9% in PBRA properties and 5% in LIHTC properties.
 - Originated and supervised public RFP for new insurance vendors reducing insurance costs by \$300,000.
 - Organized, develop and supervised \$500,000 construction deficiency corrections project in 15 properties in 2020, and another \$400,000+ in 13 properties in 2022.
- Implemented and oversaw \$4.8 M CAPX renovation project and complete reorganization of a \$207 million mixed-use portfolio in Saudi Arabia for private international owner that included: 148,000 square feet of Class B office facilities, 157,000 square feet of warehouse space, 273,000 square feet of manufacturing and storage facilities on a 73-acre industrial campus, as well as luxury residential compounds with villas and apartments, five restaurants and cafés and staff quarters with mess facilities. Strategically targeted and acquired new commercial and residential tenants for available space. Managed and mentoring of senior department managers along with more than 450 staff members of various nationalities for internal departments including administration, drivers, maintenance, landscaping, housekeeping, catering and security. Streamlined administrative and maintenance functions to reduce inconsistencies, redundancies and better support the day-to-day operations of the Real Estate Division.
 - Originated marketing and leasing campaign resulting in increasing residential occupancy by 5% with residential rents being increased at above average annual increases during initial six months.
 - Initiated forensic lease documentation analysis and negotiations recovering over \$1.6 million in previously uncollected rent.
 - Originated new residential and commercial lease documentation with timely lease renewal tracking functions.
- Implemented and oversaw the financial analyzing and acquisition evaluations involved with multiple national and international institutional clients in the acquisition of various projects ranging from \$50 million to \$500 million of office, industrial, STNL and multi-family projects across the United States.

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Key Accomplishments Continued

- Planned and supervised all operating activities of a \$65 million 360,000 square foot medical office campus in Las Vegas, Nevada for private national owner including leasing, tenant improvements, property CAPX improvements and ongoing maintenance and improving third party vendor relations and service delivery.
 - Initiated forensic lease documentation analysis and negotiations recovering over \$2 million in previously uncollected rent.
 - Originated marketing and lease-up campaign increasing occupancy by more than 10% in two years, by converting 25% of project's month-to-month tenants into long term leases. Successfully converted expiring leases into mid-to-long-term leases (25% of Nevada portfolio in year 1; 35% year 2).
 - Competed against 108 portfolio projects and was subsequently honored with the Most Improved Campus Project award for improving tenant-management relations and increasing overall project value.
- Managed \$35 million turn-around project consisting of 346,000 sf of Class A office buildings and 52,000 sf of Class B office buildings, located in San Bernardino and Ontario, California for a private corporate investor.
 - Major renovation and lease-up plan over three and one-half years with the future goal of positioning the properties for sale upon completion of the turn-around, Increasing occupancy by 8% in 15 months, reducing operating costs by 15% while increasing effectiveness of services and tenant satisfaction.
 - Initiated forensic lease documentation analysis and negotiations recovering over \$150 thousand in previously uncollected rent.
- Facilitated revitalization of a \$20.74 million portfolio consisting of 530,997 sf of manufacturing industrial space in Georgia and Texas, an 89 room Southeast Texas hotel facility, and 17.5 acres of California vacant land in Fontana and Hesperia for a private corporate investor.
 - Supervised major physical clean-up projects, including overcoming environmental issues.
 - Designed new marketing campaign, repositioning the properties for sale over two years.
- Directed acquisition, turn-around and eventual sale of \$1.5 million professional office building consisting of 20,000 sf in Denver, Colorado for a private corporate investor.
 - Increased occupancy from 38% to 100% in 18 months, while reducing operating costs by 30%, increasing value of services rendered and tenant satisfaction.
 - Repositioned the property for sale to private investor.

Professional Experience

- **Chief Operating Officer**, Halo CRE LLC – asset & property management company – Las Vegas, Nevada ■ 1998 – Present
- **Director, Asset Management**, HACEP – regional public housing authority – El Paso, Texas ■ 2019 - Present
- **General Manager**, Al Rushaid Real Estate Division – Saudi Arabian owner and management organization – Eastern Province, Al Khobar, Saudi Arabia ■ 2008 – 2009
- **Regional Property Manager**, MedCap Properties Management – national real estate owner and management firm – Las Vegas, Nevada ■ 2001 – 2003

Professional Development and Education

- CCIM (Certified Commercial Investment Member), CCIM Institute, Chicago, IL
- Chartered Facilities Management Surveyor, (RICS) Royal Institution of Chartered Surveyors, London, UK
- BS in Business Management, University of Maryland - Europe, United States Armed Forces Institute
- Licensed Nevada Real Estate Broker / Property Management
- Ongoing continuing education programs offered through professional & business development associations

Authored and Published Articles

- *New Strategies Required for Investment Real Estate Portfolios – Will You Be Ready? (view of Real Estate Lessor)*
- *New Strategies Required for Corporate Real Estate Portfolios – Will You Be Ready? (view of Corporate Lessee)*
- *NAICS History*
- *Pre-Planning Needed For Your Next Office or Warehouse Re-Location*
- *Preliminary Negotiations of a Commercial Lease Agreement*
- *Corporations Rediscovering Real Estate*
- *Leasing/Buying Real Estate is a Significant Commitment*

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Construction Supplemental

Resourceful, deadline-oriented professional, skilled at successfully driving simultaneous projects in adherence to client specifications, deadlines, and budgets. Strategic leader with demonstrated ability to effectively coordinate in-house staff and contract vendors throughout project lifecycle and spur exceptional customer satisfaction through frequent engagement and proactive risk management. Expertly manages multiple, competing priorities in fast-paced environments.

Construction Core Competencies

Project Budget Development
Authoring Scope of Work
Vendor and Bid Sourcing
Contract Negotiations
Scheduling of Work

Team Leadership
Risk Management
Client Relations & Satisfaction
Property Inspection / Assessment
Revenue Growth

Recent Construction Accomplishments

Organized, developed Scopes of Work and supervised Texas Department of Housing and Community Affairs (TDHCA) construction deficiency corrections projects for affordable house properties in the amount of \$500,000 in 15 properties covering 1,600 units in 2020; and another \$600,000+ in 13 properties covering 1,900 units in 2022, all during the COVID-19 pandemic crisis of 2020/2021/2022; as well as authoring necessary formal responses to satisfy the TDHCA conditions with 100% first time acceptance of report submissions.

Originated, developed and supervised repair work for pass-due Texas Department of Licensing and Regulation (TDLR) construction inspections ranging in scope of projects from \$15,000 to \$200,000, as well as authoring necessary formal responses to satisfy the TDLR conditions.

Authored Scopes of Work (SOW) and supervised numerous construction projects from \$30,000 to \$2 M relating to roof tile removal and replacement, elastomeric roof repairs over existing roof coverings resulting in a 15-year No Deductible Limit warranty and 7-year semi-annual inspections by roof vendors; exterior stucco repairs and re-painting of projects; along with modernization of units improving the quality of life for existing and new residents.