

JAN GRAF
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CAREER SUMMARY

A results-oriented real estate professional with over 22 years of combined experience in property and facility management. Demonstrated strengths in the organization and planning of both short and long term projects. Skilled in property operations, tenant relations, project, and budget management. A strong emphasis on increasing the value of the property being managed in coordination and conjunction with the Owner's goals and objectives. Excellent rapport with tenants, co-workers, and sub-contractors.

PROFESSIONAL EXPERIENCE

ITW – Illinois Tool Works, Glenview, IL

2010 - 2013

Facilities Manager

Responsible for facility and property management of approximately 30 locations throughout the country, including the corporate office. Managed approximately 30 offsite engineers.

- Supervise maintenance personnel associated with each property in regards to weekly inspections and repairs of HVAC, electrical, plumbing, elevators, and various other vendors.
- Contract with vendor services and manage through completion regarding interior and exterior repairs.
- Negotiate, prepare, and monitor service contracts.
- Plan and implement annual expense and capital budgets.
- Review and oversee payment of expenses.
- Revised and implemented safety standards, emergency preparedness, and evacuation plans at the corporate location.
- Planned and implemented new security system at the corporate location.

REIT Management & Research LLC, Bannockburn, IL

2008 - 2010

Property Manager

Responsible for the property management of seven Class A buildings in the Chicago area totaling 788,000 SF and one Industrial building at 103,700 SF totaling 891,700 SF managed, working directly for ownership. Previously managed the same portfolio under Grubb & Ellis Management Services, Inc. below.

Grubb & Ellis Management Services, Inc., Bannockburn, IL

2005 - 2008

Property Manager

Responsible for the property management of five Class A buildings in the Chicago area totaling 656,000 SF under the direction of Reit Management & Research LLC, as owners. Managed 7 maintenance engineers and two office administrators.

- Develop and manage annual budgets, reforecasts, monthly reports, and variance reports.
- Supervise the planning, budgeting, and control of operating and capital expenditures.
- Oversee the payment of expenses, and compliance with lease terms.
- Perform regular inspections of the properties.
- Recommend and direct alterations and maintenance of properties.
- Monitor and control utility consumption.

- Oversee and manage tenant construction build out.
- Review and implement building standards with onsite engineers.
- Negotiate, prepare, and monitor service contracts.
- Anticipate and provide solutions to conditions and issues which adversely impact the tenants.
- Develop and implement safety standards, emergency preparedness, and evacuation plans.

Property Manager**2002 - 2005**

Responsible for the property management of Class A, Class B, and Class C commercial buildings for various owners.

- Manage and develop annual budgets, reforecasts, variance reports, and various monthly reports to management and owner.
- Responsible for day to day operations and control all expenses compared to budget.
- Perform inspections of all properties.
- Contract for vendor services and manage through completion.
- Oversee invoice submissions into the accounting software, MRI, for all expenses.
- Assist in the oversight of tenant improvements and capital projects.

Facilities Manager**2000 - 2002**

Responsible for the facility management planning for Nortel Networks, a telephony and network company. Managed one direct report.

- Oversee and manage office space located in six states.
- Develop and manage annual budgets for each location.
- Identify and implement expense reduction initiatives.
- Manage the design, planning, and construction of office build-outs.
- Ensure office space is in compliance with federal, state, and local standards pertaining to OSHA and building codes.
- Supervise and evaluate the coordination of building space allocations to internal relocations.
- Track asset relocations and monitor furniture inventory.
- Direct and oversee the daily operations and administrative functions of the mailrooms, break rooms, and copy centers.

EBI COMPANIES, Itasca, IL**1995 - 2000*****Facilities Manager***

Responsible for all facility and telecommunications planning for 50 offices throughout the country. Managed one direct report.

- Manage the design, planning, and construction of office build outs.
- Review construction documents with architects and contractors.
- Establish space planning and furniture needs with national Steelcase vendor.
- Implement new standards for office furniture, color schemes, and office equipment.
- Manage and oversee the installation of security systems.
- Review annual budget and expenditures pertaining to furniture needs.
- Track asset relocations and monitor excess inventory of \$100K.
- Oversee all cabling for telecommunication and the installation requirements for voice and data in the WAN/Telco rooms.
- Program phone system and voice mail system.
- Direct the IT group on installation of data circuits for each location and testing of equipment.

EDUCATION

Harper College
Frederick Taylor University
Bachelor of Science in Management

BOMI Institute
Real Property Administrator (RPA)
Facilities Management Administrator (FMA)

Arizona Real Estate Sales License
Illinois Real Estate Managing Broker's License

PROFESSIONAL AFFILIATIONS

Building Owner's and Manager's Association (BOMA)
International Facilities Management Association (IFMA)