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## **Elizabeth Welchman, Realtor.**

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- Expertise** Outstanding ability to motivate, direct and lead a team to successful completion of projects. Excellent communication skills, tenacity and ability to build lasting relationships with principals, employees and customers. A hands-on enthusiastic professional with expertise in real estate, construction, sales and property management.
- Education** State University of New York at Purchase, Purchase, NY - B.A., Arts and Literature.  
SMC, Santa Monica, CA Associates in Photography.  
CA Realtor -2008
- Professional Experience**
- 2008 – Present **Coldwell Banker, 166 N. Canon Drive – Beverly Hills, CA 90210**  
**Sales Associate/Assistant Manager ~ Coldwell Banker Beverly Hills South**  
Realtor specializing in luxury leasing and sales, estate and property management.
- Leader in luxury leasing and leasing manager for the Beverly Hills office.
  - Educate and advise agents on lease contract requirements, tenant law and leasing best practices.
  - Solid client book, acquired through unique marketing programs, personal and community outreach.
  - Strong relationships with area realtors, builder & investors.
  - Results orientated negotiation skills.
  - Expertise in multi-family property acquisition and sales.
  - Designation as Expert Buyer’s Agent.
- 2006 – 2010 **JH Snyder Co., 5757 Wilshire Blvd. PH30 - Los Angeles, CA 90068**  
**Commercial & Residential Asset Manager ~ The Crescent Beverly Hills**  
Managed mixed-use development consisting of 88 luxury apartments and 40,000 square feet of office space designed by Johannes Van Tilburg, FAIA.
- Oversaw construction completion of residential, commercial & retail development project valued at \$50 million.
  - Completed lease up of residential units significantly improving occupancy by more than 25%.
  - Supervised all phases of tenant improvement projects of commercial asset.
  - Improvement of tenant and resident relations by coaching team for superior customer service.
  - Implemented modern marketing program that improved resident quality and mitigated vacancy loss.
  - Set agreements with consultants, vendors and subcontractors and act as liaison on project related matters.
  - Supervised crews of up to 25 including carpenters, journeymen, drywall hangers, foundation and other general labor personnel.
  - Estimated project costs, developed project proposals working directly with general contractors.
  - Experience with permitting and city planning board approval process.
  - Excellent change order & management skills.
  - Superior knowledge of residential tenant law, commercial & residential leases.
- 2001 - 2006 **Casden Properties/AIMCO - Los Angeles, CA 90035**  
**Property/Multi-Housing Manager ~ The Hillcrest, Villa Azure, Glendon Manor**  
Responsible for all operations for several Los Angeles luxury apartment complexes.
- Supervised staff of 20+ employees, including vendor and contractors.
  - Reported weekly sales and monthly financials to CEO and President.
  - Forecast, create & administer operating expense & capital replacement budget of \$11,000,000.
  - Developed new marketing campaigns for property repositioning & branding, improving image and market share.

- High level of customer service achieved by implementing new resident relation programs.
- Improved base physical functions of aging properties, addressing deferred maintenance, modernizing & retrofitting of structures.  
2005 – 2006  
~ **Interim Construction Project Manager, AIMCO** ~  
Repositioning of The Hillcrest Apartments from a Class B to a Class A property in Los Angeles.
  - Implemented, managed, supervised \$250,000 on-site gymnasium upgrade project and \$15,000,000 Redevelopment Project
  - Remodeling Interiors of 315 units, main lobby and executive offices.
  - Day to Day organization and management of contractor and subs.
  - Acted as liaison between construction & corporate office.
  - Daily planning & management production and quality.
  - Organization of construction staging areas, coordination/management of up-down reports.
  - Broad scope scheduling of unit demolition. Product pricing, sampling and production of interior designer boards.
  - Assisted in design of new unit marketing and unit absorption plan.

1995 – 2000 **Property Management Associates 5120 W. Goldleaf Circle Los Angeles, CA 90056**  
**Property Manager ~ Glendon Manor**

- Responsible for all operations and sales of a 43-unit apartment complex.
- Assisted in sale of Chapter 11 building to next owner with a net worth of \$2,000,000.
- Implemented refurbishing program to bring neglected and aging property back to historic 1929 state.
- Increased resident occupancy from 20% to 85%.
- Responsible for daily supervision of building maintenance and resident needs.

1990 - 1995 **Wasserstein Perella & Co., Inc. 1999 Ave of the Stars, Century City, CA 90067**  
**Manager**

- Coordinated word processing outflow, presentation development, office and staffing needs for the Los Angeles branch of a Wall Street investment bank.
- Performed extensive research to target new business prospects.
- Assisted Managing Director and Vice President in supervision of deadline goals with word processing and graphics production.
- Trained both new support and professional staff on the extensive research databases and word processing programs maintained in the office.
- Assisted analysts with research through external databases.
- Maintained office supplies and budget through extensive vendor contact.
- Facilitated expansion & build out of office in 1994 by acting as liaison between contractors, building & staff.

**Awards. Honors,  
Licensures**

- **Licensed Real Estate Agent since 2008.**
- Member National Association of Realtors. BPOR (Broker Price Opinion) Realtor and Buyer's Agent Certified.
- Member Beverly Hills/Greater Los Angeles Association of Realtors.
- Rookie of the Year, AIMCO Property Management, 2005.
- #1 & 2 Maintained AIMCO Property in the Western United States for 2004 & 2005.
- 18 Time winner Multiple Occupancy Awards (occupancy of **95%** or higher – AIMCO)
- IREM Certificate RES201 Successful Site Management, ARM-Accredited Residential Manager.
- Knowledge of Yardi, Powerpoint, Excel and other Web based programs – Tech Savy.