

BRIAN A. HICKS

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PROFESSIONAL EXPERIENCE

Bakery Square / Walnut Capital Management, Inc. - Pittsburgh, PA 02/2011– 06/2017

General Manager

- Managed a 615,000 square foot mixed-use Class A LEED Platinum commercial facility on 12 acres; major tenants included Google, UPMC Enterprises and the Veterans Administration
- Responsible for the management, supervision and professional development of a staff of 18
- Provided operational support to 659 luxury residential units among five new luxury residential developments including operating budget creation
- Maintained site communication through staff and service provider meetings on a periodic basis
- Developed annual operating and capital budgets for both residential and commercial properties including 6-year capital expenditure schedules

JONES LANG LASALLE AMERICAS, INC., Pittsburgh, PA 08/2010 – 02/2011

Facility Manager / Contract Manager

- Managed 16 United Health Group sites throughout western PA and eastern OH for a total of 284,000 square feet
- Provided construction and project management direction on the execution of a \$1.6M capital improvement plan in 2010
- Implemented the Jones Lang LaSalle technology platform including a work order system for automated service provider dispatching within 30 days
- Reduced ongoing domestic water consumption by 40% and electricity by 9% within two months of taking position on account

JONES LANG LASALLE AMERICAS, INC., Pittsburgh, PA 03/2009 – 08/2010

Facility Manager / Contract Manager

- Managed a forty-two story, 1M square foot high-rise office building with an operating budget of \$6.7M on behalf of BNY Mellon
- Provided management and procurement of 162 service agreements throughout the Mid-Antantic and Northeast worth an annual approximate value of \$25M, developing customized client reporting
- Maintained a 96% rate of compliance on Certificate of Insurance requirements for all service providers managed
- Provided facility management support to General Managers on remaining 2.3M square feet of complex property within the immediate downtown market

JONES LANG LASALLE AMERICAS, INC., Hudson, MA 12/2008 – 03/2009

Facility Manager / Contract Coordinator

- Transitioned a 1.4 million sq. ft. manufacturing and office facility on behalf of the Intel Corporation for a national outsourcing solution
- Developed an operating budget of \$5.23M with a projected annual savings of 7.21% over the previous year
- Collaborated with established site specific service providers for long-term cost savings initiatives

JONES LANG LASALLE AMERICAS, INC., Pittsburgh, PA 01/2007 – 11/2008

Asst. Facility Manager / Contract Manager

- Assisted with the development and implementation of an operating budget of \$6.5M for a forty-two story high-rise office building, maintaining flat spending over the previous year
- Generated client specific contract management and certificate of insurance reports that tracked 162 service providers in both the Pittsburgh and Boston markets
- Developed a company wide Best Practice that tracks and implements firm resources across portfolios

Lease Analyst

- Provided lease administration services to three Fortune 500 companies, managing 331 locations
- Uncovered \$174,267 of cost savings and avoidance for CareFirst through evaluation and analyses of annual operating expenses and various attempted escalations
- Developed and revised Lease Administration Policies and Procedures Manual for three Fortune 500 companies

EDUCATION

Western Michigan University, Kalamazoo, Michigan
Bachelor of Business Administration, Major in Finance

TECHNICAL SKILLS

Windows, MS Word, Excel, Outlook, PowerPoint, MS Access, One View Financials,
360 Facility Work Order System, Visio, Excel, MS Publisher, Yardi Voyager, Building Engines, MRI

PROFESSIONAL DEVELOPMENT

Building Owners and Managers Association, Member
BOMA, Real Property Administrator, Candidate
Executive Leadership Team, Walnut Capital Management, Inc., Past Member