

HOPE L. JUDSON

PROFILE

Driven professional with 2+ years experience working in Commercial Real Estate, and 2+ years studying CRE finance. Extensive marketing and administrative experience. Proven track record supporting top producing teams. Strengths include customer centric team player mindset, motivation in response to challenges, high standards of accuracy, and ability to quickly learn new processes.

CONTACT

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Grand Rapids, MI 49503

SKILLS

Adobe Illustrator
Adobe InDesign
Adobe Photoshop
ArcGIS
ARGUS Enterprise
CoStar
Esri
Google Analytics
Microsoft Dynamics
Microsoft Excel
Microsoft PowerPoint
Microsoft Word
Outlook Express
Salesforce
Site To Do Business
SPSS
Many other open source ERP solutions

LANGUAGES

Mandarin Chinese, Italian

EDUCATION

DEPAUL UNIVERSITY, DRIEHAUS SCHOOL OF BUSINESS B.S. in Real Estate / June 2016
As a Real Estate major, I strengthened my financial and analytical skills, including risk analysis, portfolio construction and management, cash flow analysis and investment strategy. I gained an understanding of the organizational structure of financial institutions and the impact of financial markets on real estate. And I obtained knowledge of how historical development of real estate impacts present and future development patterns. Relevant Coursework: Real Estate Analysis, Real Estate Investments, Real Estate Law, Real Estate Finance, Real Estate Valuation, Geographic Information Systems, Urban Planning and Public Policy.

VANDERBILT UNIVERSITY, COLLEGE OF ARTS & SCIENCE / 2007 - 2010
Pursued History Major, Minor in Corporate Strategy. // Won Capstone Business Competition, Dec. 2010 // Won marketing plan competition for the Entrepreneur Center in Nashville, which received \$50k in state funding and has been adopted by the Tennessee Department of Veteran Affairs (see [The Governor's Veterans Education Task Force Briefing 2014](#)), Dec. 2010.

RELEVANT EXPERIENCE

PRIME OFFICE EQUITIES Office Manager & Executive Assistant | Grand Rapids | Jan-Sep 2018
Prime Office Equities is a commercial real estate investment company, with holdings in Michigan, Indiana, Ohio, and California. It manages 7 properties with 12 buildings and over 500,000 rentable square feet of office space.

- Served as central point of contact for all property and tenant needs during major capital improvement projects and tenant relocations
- Developed and maintained physical and digital filing & tracking systems for all property related documents
- Abstracted 60+ leases and lease amendments and identified areas of potential liability
- Compiled and updated COI's, Vendor Service Agreements, Vendor Invoices and Service Records. Created Tenant Contact Lists and Property Emergency Call Lists
- Created and formatted RFP's, proposals, presentations, and correspondence
- Submitted work orders for approved projects to vendors and worked closely with vendors to ensure projects were completed on time and in a professional manner

BAIRD & WARNER REAL ESTATE Broker Assistant | Chicago, IL | May - September 2017

- Developed marketing materials for brokers to build their CRM and Sphere of Influence
- Researched and implemented best practices for social media sites and coordinated subsequent boosts and targeting
- Customized agent websites, individual property websites, helped build pitches, created market and seller reports

BEVELLO Sales Manager | Chicago, IL | March - September 2017

SNI COMPANIES Field Employee | Chicago, IL | February - April 2017

- Supported a team of Commercial Real Estate Brokers at Cushman & Wakefield
- Created, edited, and distributed marketing materials using Adobe InDesign skills
- Created property listings for circulation, prepared tour books and packages, eblasts
- Served as liaison between broker teams to ensure efficient task execution of marketing and research requests for various listings

LASALLE NETWORK Field Employee | Chicago, IL | 2016 - 2017

- Supported teams in multiple assignments, including longterm Member Services position at not-for-profit Real Estate association

PROFESSIONAL DEVELOPMENT

PRINCIPLE MEMBER BOMA | Grand Rapids, MI | May 2018 - Present
Established in 1968, Bulding Owners and Managers Association of West Michigan (BOMA) serves as a forum for those involved in the commercial real estate industry, an environment conducive to the exchange of information, and promoting the next generation of industry specialists.