

SHOHEI UWATOKO

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PROFESSIONAL EXPERIENCE

NTT Urban Development Corporation **06/2010-Present**
A Japanese real estate company engaged in the leasing business, centered on office buildings and commercial facilities, as well as the residential property sales business with a focus on condominiums.

Manager, Global Business Department, Tokyo **05/2013-Present**

- Conducted feasibility studies for an office building development in Philippines and serviced apartment complex in Myanmar; Recommended approval of the projects based on my analysis.
- Oversaw communication with colleagues, lawyers, accountants, and joint venture partners in conducting a valuation for the purchase of an office building in Phnom Penh, Cambodia.
- Played a leading role in launching our firm's Singapore Branch while on a 3-month temporary assignment in that country during which I dealt with Singaporean authorities regarding company registration, opened bank accounts, purchased office supplies, leased office equipment, etc.
- Negotiated with global partners to collaborate with us on projects in Philippines and Indonesia.

Assistant Manager, NTT Urban Development Builservice Co., Tokyo **10/2011-04/2013**

- Devised and implemented a lease marketing strategy for 5 commercial properties I managed.
- Sourced new commercial tenants, negotiated lease terms and conditions, including rental fees.
- Assisted in office transfer project management as our firm's point-of-contact person.
- Leased 3,000 SQM and 3,500 SQM commercial spaces to two new large tenants, raising the occupancy rates in my building portfolio from 50% to 90% and securing \$4.5MM in annual rent.
- Secured tenant for an office building in a rural district by proposing to a construction company that they utilize the space as a construction site office for a local construction project.
- Temporarily seconded to Human Resource Department to recruit new university graduates.

Account Officer (for 2 properties), NTT Urban Development Builservice Co., Tokyo **06/2010-05/2011**

- Managed conference centers and integrated the marketing of NTT Group's conference facilities.
- Devised annual building business plan and administered \$50 million operating budget.
- Oversaw building maintenance operations and accounting for day-to-day business activities.
- Arranged logistical planning and support for move-ins/move-outs of commercial tenants.

EDUCATION

Keio University, Tokyo **Bachelor of Arts** **Major: Business & Commerce** **04/2006-03/2010**

Extracurricular Activities:

- IT Chief, KU Student Council – Oversaw development of a new website for the organization
- Seminar Admission Chief, KU Student Council – Managed admission of students to seminars
- Coach/Event Coordinator, KU Badminton Club – Trained members and arranged tournaments

University of Washington **Master of Science in Real Estate** **09/2016-**

Planned class to take

- RE 532 R.E. Project Management
- RE 542 R.E. Private-Public Project Finance
- RE 551 Real Estate Dev Studio
- RE 540 Advanced R.E. Finance & Investment

ADDITIONAL INFORMATION

Awards: Won MBA Scholarship from NTT Urban Development Corporation from 2016 to 2018
Member of winning team in competition to revise company's Mission Statement

Qualifications: Real Estate Transaction Specialist, Real Estate Transaction Improvement Organization

Community: Manager, Shina-Run, a local running club that promotes sports in Shinagawa

IT Skills: Well-versed in MS-Office applications and intermediate skills in HTML programming