

JAMIE PETERSON

SENIOR REAL ESTATE MANAGER



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 Seattle, WA 98109

EDUCATION

MASTERS OF SCIENCE REAL ESTATE

University of Washington

2022-2024

BACHELOR OF ARTS FINANCE

Washington State University

2013-2017

WASHINGTON STATE REAL ESTATE BROKER

• LICENSE #130919

INVOLVEMENT

BOMA EMERGING PROFESSIONALS COMMITTEE CO-CHAIR

2022-Present

"GREATEST CONTRIBUTION BY A
PORTFOLIO TEAM" MARKET AWARD
WINNER, SEATTLE, WA - 2018

"MANAGING DIRECTOR AWARD"
MARKET AWARD WINNER, SEATTLE,
WA - 2019

"TEAM PLAYER OF THE YEAR"
MARKET AWARD WINNER, SEATTLE,
WA - 2020

"REAL ESTATE MANAGER OF THE
YEAR" MARKET AWARD WINNER,
SEATTLE, WA - 2021

PROFILE

I am a commercial real estate professional with a variety of experience working with different clients and product types across the Seattle Market. I am a driven and motivated team player with a passion for building and managing teams and financial processes.

EXPERIENCE

SENIOR REAL ESTATE MANAGER - DEC 2022-PRESENT REAL ESTATE MANAGER - JAN 2021-DEC 2022 ASSOCIATE REAL ESTATE MANAGER - JAN 2019-JAN 2021

CBRE, Inc., Seattle, WA

- Works to meet or exceed client NOI expectations for managed properties.
- Creates and manages annual budgets for different product types ensuring work is occurring on schedule and within budget.
- Drives short-term and long-term client goals and makes recommendations for capital planning and regular repairs and maintenance.
- Manages multiple teams of administrative staff and engineers to support day-to-day building operations, tenant and vendor relations, and client relations.
- Performs lease administration and interpretation across a wide variety of tenant types

REAL ESTATE SERVICES

ADMINISTRATOR - JUNE 2017-JAN 2019

CBRE, Inc., Kent, WA

- Used tenant work order system to effectively manage and resolve all maintenance items throughout the portfolio.
- Trained new and current employees.
- Maintained property, client, tenant, and vendor records for large industrial/office portfolio containing several different clients.
- Worked with tenants to ensure timely collection of accounts receivable and accounting to ensure timely payment of accounts payable.