

STACY L. KAISER, CPM®

SRSA GULF SOUTH MANAGEMENT, INC.

EXPERIENCE:

- ***SRSA Gulf South Management, Inc., Property Manager (1999-Present)***
Responsible for the overall management, operation and financial planning of mixed use retail centers, office buildings, condominium associations and a business park located on the North & South shores of the New Orleans Metropolitan Area; administer tenant and building improvements, repairs and maintenance; direct activities of architects, engineers and contractors; review and approve building specifications and bid processes; negotiate and manage vendor contracts; coordinate and develop budgets and analyze monthly variances between actual and budgeted expenses and pro forma revenue; perform and monitor collections, coordinate default proceedings; prepare and analyze management reports including financial statements; promote and foster good owner and tenant relations.
- ***SRSA Commercial Real Estate, Inc., Accountant/Bookkeeper (1998-1999)***
Performed general accounting/bookkeeping functions for four interrelated companies, including general ledger, payroll processing, accounts receivable/payable, 1099 reporting, and bank reconciliations; prepared income statements, balance sheets and cash flow statements on an accrual and cash basis; coordinated and developed budgets.
- ***SRSA Commercial Real Estate, Inc., Sales & Leasing Assistant (1997-1998)***
Assisted four brokers in all phases of real estate sales and leasing activities, including preparing and reviewing real estate leasing and sales contracts, amendments, rent rolls, and other various real estate forms and spreadsheets.
- ***Royal Sonesta Hotel, Corporate Tour & Travel Sales Assistant (1996-1997)***
Assisted two sales managers in all phases of hotel sales, including seeking and achieving business for the Hotel, preparing and expediting reservation documents, composing routine correspondence, receiving and directing sales calls and conducting follow-up sales calls.

EDUCATION:

- University of New Orleans
Bachelor of Arts – 1999

ACTIVITIES:

- Member of the Institute of Real Estate Management (IREM)
- IREM Louisiana Chapter – Programs Committee Chair 2007 & 2008
- IREM Louisiana Chapter – Treasurer, 2008
- Member of the New Orleans Metropolitan Association of Realtors (NOMAR)
- Member of the University of New Orleans National Alumni Association
- Young Leadership Council, 2003-2007
- Member & Volunteer of Animal Rescue New Orleans (ARNO)
- Member of the St. Charles Parish Humane Society

ACHIEVEMENTS:

- Certified Property Manager - CPM® Designation (2004)
Awarded to real estate managers who have met the Institute's rigorous requirements in the areas of professional education, examination and experience. CPM® Members must also abide by a rigorous Code of Professional Ethics that is strictly enforced by the Institute.
- Licensed Louisiana Real Estate Agent - 1999