

# Kimbereley Bordner

Lease Administrator

## Profile

Diligent Lease Administrator with a strong track record of managing commercial and residential leases for a diverse portfolio of clients. Skilled in lease negotiation and enforcement, ensuring compliance with legal requirements, and maintaining accurate documentation. Adept at building and maintaining strong relationships with tenants, property managers, and vendors. Committed to delivering exceptional service and driving operational efficiencies in a fast-paced environment.

## Employment History

### Lease Administrator at Cushman & Wakefield, SD

Feb 2023 - Present

- Successfully negotiated and executed over 100 lease agreements, resulting in a 20% increase in overall portfolio occupancy and generating an additional \$1.5 million in annual revenue for Cushman & Wakefield, SD.
- Streamlined the lease administration process by implementing a new lease management software, reducing lease processing time by 30% and improving data accuracy by 40%.
- Identified and resolved over 50 instances of lease discrepancies and compliance issues, recovering more than \$500,000 in overpayments and preventing potential legal disputes for Cushman & Wakefield, SD.

### Assistant Lease Administrator at CBRE Group, SD

Aug 2022 - Jan 2023

- Successfully negotiated and executed over 150 lease agreements, resulting in a total cost savings of \$3.5 million for the company and its clients.
- Streamlined the lease administration process by implementing a new software system, leading to a 25% increase in efficiency and reducing errors by 30%.
- Developed and maintained strong relationships with over 50 landlords and property managers, ensuring timely resolution of rent disputes and contributing to a 90% client retention rate.

## Certificates

### Certified Lease & Finance Professional (CLFP)

Aug 2021

### Real Property Administrator (RPA)

Oct 2019

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## Education

### Bachelor of Business Administration in Real Estate Management at University of South Dakota, Vermillion, SD

Sep 2018 - May 2022

Relevant Coursework: Property Management, Real Estate Finance, Real Estate Investment Analysis, Real Estate Development, Real Estate Law, Real Estate Economics, Urban Planning, and Real Estate Marketing.

## Links

[linkedin.com/in/kimbereleybordner](https://www.linkedin.com/in/kimbereleybordner)

## Skills

Negotiation

Organization

Communication

Financial Analysis

Legal Compliance

Property Management Software (e.g., Yardi)

Conflict Resolution

## Languages

English

Indonesian