

DEREK CASTELLANO

COMMERCIAL PROPERTY MANAGER

CONTACT

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🏠 Chicago, IL

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SUMMARY

Commercial property manager with 6 years in Chicago office and retail real estate, now managing 4 buildings with 640,000 square feet and 52 tenants. Handles budgeting, CAM reconciliations, financial reporting and lease negotiation in Yardi and MRI. Known for fast tenant response and steady work with owners, brokers and building engineers.

SKILLS

- Commercial Property Management
- Budgeting
- Financial Reporting
- Yardi
- MRI
- AppFolio
- Property Operations
- Negotiation
- Excel
- Communication

EDUCATION

Bachelor of Science in Business

06/2020

DePaul University

Chicago, IL

Real Estate

CERTIFICATES

Illinois Real Estate Broker License

03/2021

Illinois Department of Financial and Professional Regulation

Real Property Administrator (RPA)

10/2024

BOMI International

EXPERIENCE

Commercial Property Manager

03/2023 - Present

Wacker Point Realty Advisors

Chicago, IL

Lead commercial property management for a 4-building office portfolio owned by institutional investors.

- Oversee **640,000** square feet and 52 tenants, holding portfolio occupancy at 91% in a soft office market.
- Build \$11M in operating budgets and monthly financial reporting packages for 3 ownership groups in Yardi.
- Complete annual CAM reconciliations for 52 tenants within 90 days of year-end, with no billing disputes upheld.
- Negotiate 14 renewals and 6 new leases with brokers, adding \$1.3M in base rent over the lease terms.

Assistant Property Manager

07/2021 - 02/2023

Lakefront Commercial Partners

Chicago, IL

Supported the management team of a 1.1M-square-foot downtown office tower.

- Processed **300+** vendor invoices a month in MRI and coded each to the correct budget line.
- Managed tenant work orders and daily property operations requests, closing 94% within 24 hours.
- Coordinated 5 tenant improvement projects with general contractors, keeping each within its approved budget.

Property Administrator

06/2020 - 06/2021

Oak Brook Retail Properties

Oak Brook, IL

Administrative role for 3 neighborhood shopping centers.

- Tracked certificates of insurance for **85** retail tenants and renewed every expired certificate within 30 days.
- Maintained lease abstracts in AppFolio and Excel for rent steps, options and renewal dates.