

Meredith Caldwell

LEASING COORDINATOR

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SUMMARY

Leasing coordinator with 5 years in commercial real estate, supporting a 2.1 million-square-foot office and retail portfolio in Chicago. Handles lease administration and lease abstracting in Yardi, tracks 140 tenant deals a year in Excel, and keeps brokers, attorneys and tenants on schedule with careful, dated follow-up.

SKILLS

Other Skills: Lease Administration, Lease Abstracting, Yardi, Excel, Word, Outlook, MS Office, Tenant Relations, Attention to Detail, Communication Skills

EXPERIENCE

Leasing Coordinator

05/2023 - Present

Lakeshore Commercial Properties

Chicago, IL

Commercial landlord owning 14 office and retail buildings totaling 2.1 million square feet.

- Coordinate about **140** new lease, renewal and amendment files a year from letter of intent to signature.
- Compile lease abstracts in Yardi for 60 new deals a year, with no rent errors found in year-end audits.
- Track critical dates, options and expirations in an Excel database covering 420 tenants.
- Draft lease amendments in Word for 3 leasing directors and handle tenant relations for about 30 move-ins a year.

Leasing Administrative Assistant

07/2021 - 04/2023

Wacker Street Realty Partners

Chicago, IL

Commercial brokerage with 45 agents.

- Managed Outlook calendars for 6 leasing brokers, booking about 50 property tours a month.
- Created marketing flyers and availability reports in MS Office for 30 active listings.
- Processed commission paperwork and invoices totaling \$1.8M in 2022.
- Updated the listing database weekly, keeping 300 availabilities current for brokers.

Property Office Assistant

09/2019 - 06/2021

Lincoln Park Property Group

Chicago, IL

Part-time role at a residential manager with 12 buildings, held during college.

- Handled about 80 tenant calls a week on rent, parking and repair questions.
- Documented 40 maintenance requests a week in the work order system with attention to detail.
- Organized lease files for 600 apartments ahead of the annual owner audit.

EDUCATION

Bachelor of Science in Business

06/2021

DePaul University

Chicago, IL

Real Estate