

ANNETTE M. COMER
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SUMMARY

Project management professional with 15 years experience in real estate, property management/leasing and land development. Site selection background includes strong understanding of zoning, engineering and construction. Execute projects with strong attention to detail from beginning to end. Proficient in interpreting construction blueprints, topographic/tax/zoning maps. Possess BS in Business. Recognized for innovative and analytical approach to tackling objectives and problems. Creative, resourceful and adaptive.

SELECTED ACCOMPLISHMENTS

- Turned around XM Satellite Mid-West Hub office increasing leases from previous output of 7 leases in 9 month period to executing 110 leases in six-week period across 9 state territory representing \$1.5M in value.
 - Managed and leased core communications sites for XM Satellite in Pittsburgh within budget and deadline. Core sites were used as demonstration model to national contractors, XM management and corporate team managers across the country.
 - Leased and managed 26 XM Satellite communication sites which included leasing primary candidate and backup site (52 total), with 2.5 month time frame.
 - Improved occupancy from 70 to 100% in 250-unit apartment complex generating \$450,000 in annual revenues.
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EXPERIENCE

Seneca Resources Corporation

2007 – 08/08

Landman

- Built and prepared necessary file prior to field work with items such as; surface deeds, oil and gas titles, leases, road use agreements, and various maps.
- Coordinated construction activities with development team and landowners regarding surface locations, access, rights of ways and easements.
- Ensured that surface issues are addressed in a timely manor and finalize any settlement damages with the surface owner.
- Negotiation and preparation of leases, addendums, right of ways and other industry related documents.
- Conducted courthouse research to determine and verify property ownership and obtain supporting documentation.

Independent Contractor

2003 – present

General Dynamics Wireless

- Directs and oversees land/building acquisitions, leasing, and site locations required for telecommunication installations

Genworth Financial

- Identify and build business relationships for client base through written correspondence, workshops and telephone consulting
- Individual and group product presentation
- Process management from client identification to closing

AAT Communications

- Perform specific real estate site evaluations
- Analyze real estate investment and make written recommendations to client
- Create written reports and prepare site specific engineering packages
- Perform inspections and maintain current database

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Independent Contractor (cont'd)

Wireless Facilities, Inc.

- Responsible for site identification, due diligence process, zoning activities, lease negotiation
- Paperless documentation of project information managed through, Microsoft Excel, Outlook and project specific database software
- Maintain close interaction and coordination with interdisciplinary relationships
- Negotiation of acceptable lease agreement between carrier and owner within project deadlines
- Provide training and mentoring to leasing and zoning specialist

Real Estate Manager

Compass Property Management

2002- 2003

- Management of multiple condominium association properties
- Relationship building, adherence to management contract and enforcement of community by-laws
- Office management, budgeting preparation and collections
- Responsible for properties bid selection, contract preparation and maintaining positive vendor relationships

Real Estate Manager – XM Satellite

1997 – 2001

LCC International Inc.

- Management of a complexity of real estate information through Microsoft Excel, Office Outlook and Web based software for project specific management
- Supervision and development of employees
- Facilitating with difficult to close leasing situations
- Identify needs and deficiencies in the process
- Analyze and establish policies and procedures
- Facilitate communication and correspondence between multiple departments for a nine state regional office

Sales and Leasing Project Manager

1995 –1997

S.B. Ashley Brokerage Corporation

- Acquired new business for the brokerage division
- Provided site analysis for marketing areas in Western New York
- Communicated verbal and written information with buyers and sellers
- Research of government assisted programs
- Sales and Leasing of commercial sites
- Preparation of weekly reports, annual budgets and employee reviews
- Improved and maintained public relations

EDUCATION

Buffalo State College

BS Business

New York State Department of Licensing

Brokers License

Institute of Real Estate Management

Accredited Residential Manager**PROFESSIONAL AFFILIATIONS**

Business Network International

2005 Leader of the Year Award

American Association of Professional Landman (AAPL)

Pennsylvania Association of Notaries-PAN

Commonwealth of Pennsylvania Notary

National Notary Association-New York State Notary