



Marc G. Smith

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EXECUTIVE SUMMARY

EXCELLENCE | LEADERSHIP | INTEGRITY

A proven performer in commercial real estate, business development, and economic development

AREAS OF EXPERTISE

- Sales Prospecting
 - Deal Closing
 - Marketing/Advertising
 - Investment Portfolios
 - Local Government
 - Site Visits/Acquisitions
 - Contracts/Lease Negotiations
 - Business Retention and Expansion
 - Property/Project Management
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PROFESSIONAL EXPERIENCE

JARRELL PROPERTIES, INC.

(JULY 2017 - CURRENT)

1005 SOPHIA STREET, FREDERICKSBURG, VA, 22401 | 540-899-3825

-Supervisor: James Jarrell, III – Owner and President

DIRECTOR | REAL ESTATE DEVELOPMENT AND PROPERTY MANAGEMENT

Re-joined with previous employer to resume my role as Director. Responsibilities and roles detailed in resume during July 2013 – August 2016 (pg2).

ROC USA, INC.

(SEPTEMBER 2016 – JUNE 2017)

6 LOUDON ROAD, CONCORD, NH, 03301 | 603-513-2832

-SUPERVISOR: MARY O'HARA – DIRECTOR

NATIONAL ACQUISITIONS & PROJECT MANAGER

Manage a national pipeline of 196 manufactured home communities (MHCs) in 14 states and lead a nationally based acquisitions team to expand existing portfolio

- Provide consultation and coaching on deal feasibility, sales negotiation, due diligence, and financial underwriting
- Coordinate with ROC USA Network affiliates, ROC boards of directors, and lenders in the implementation of capital improvement and infill projects for all properties
- Deliver consultation, technical assistance, and training on asset management and the financing and implementation of infrastructure improvement, planning, and community management
- Support Network affiliates to achieve annual performance goals and perform financial feasibility analyses for pro forma development on projects in the pipeline, assisting affiliate staff with analysing operating expenses, occupancy/vacancy, initial estimates for priority repairs and loan structuring
- Assist affiliate staff in negotiating deals, develop P&S terms, and monitor the progress of all transactions
- Contribute with pre-development and acquisition loan qualification and preparation; facilitate critical review and analysis of appraisals, property conditions reports and environmental site assessments to ensure timely underwriting of loan requests
- Oversee and implement new administrative and management systems, and enhance existing systems as the Network grows

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- Manage contracts, including adherence to quality control and customer service standards
- Direct, update, and maintain Network's intranet by preparing materials and presentations (printed, electronic, multi-media, web-based)

JARRELL PROPERTIES, INC.

(JULY 2013 – AUGUST 2016)

1005 SOPHIA STREET, FREDERICKSBURG, VA, 22401 | 540-899-3825

-Supervisor: James Jarrell, III – Owner and President

DIRECTOR | COMMERCIAL REAL ESTATE TRANSACTIONS AND PROPERTY MANAGEMENT

Manage commercial real estate/property management portfolios, project management, and HR for one of the leading real estate development companies in the area

Sales, Leasing, Acquisition Transactions:

- Supervise nine staff members that oversee an investment and property management portfolio of over 40 properties and 355,000 square feet of medical, office, retail, historic, flex/warehouse, storage, as well as over 1,000 acres of land
- Lead and closed leasing deals worth \$3.8M and sales deals worth \$9.4M, totalling \$14.2M.
- Increased company investment acquisitions by 40%, raised company profit by 50%, and executed new leases leading to a 96% occupancy rate.
- Responsible for landing and closing a confidential prospect that lead to a \$125M State/Local Investment, 200 jobs, and a 1M square foot facility by submitting a proposal development package that met project site criteria to an RFI. Worked diligently and effectively with VEDP, the Prospect, and Site Consultant to negotiate all purchase terms for property.
- Successfully negotiated and closed deals with National/Regional Tenants such as VCU Children's Hospital, VCU Emergency Doctors, Lidl USA Retailers, Innova-Xtirpa International Manufacturers, Tentamus North America, Cook-Out Restaurants, and various others local/regional business.
- Maintain relationships with site consultants, franchise real estate directors, brokers, Chamber members, local Gov't and Staff officials by networking and attending events such as IEDC, ICSC, Chamber, and Local Gov't.
- Update and implement marketing strategies by maintaining active inventory of Co-Star, LoopNet, and company matrices; as well as creating/sending available property emails, flyers, and sales plans.

Property Management:

- Direct property management staff to retain and increase tenant inventory of over 50 medical/office/retail/warehouse tenants by maintaining superior Landlord-Tenant relationships, courteous follow-ups.
- Update and track all tenants rental rolls, billings, construction and improvement balances in company's property management database.
- Prepare staff reports on budget analysis to ensure company maintains positive ROI on each investment property as well as lead monthly project management meetings with staff.
- Conduct monthly site visits to each property in commercial portfolio to check on current tenants, vacant spaces, and maintenance issues.

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SPOTSYLVANIA COUNTY GOVERNMENT

(MAY 2012 – JUNE 2013)

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

9019 OLD BATTLEFIELD BLVD, SUITE 310, SPOTSYLVANIA, VA 22553 | 540-507-7210

-Supervisor: Debbie Sanders – Deputy Director, Economic Development

BUSINESS DEVELOPMENT MANAGER

Served as business liaison between the County and over 2,000 local businesses to assist business retention and expansions by mitigating complaints, issues, and concerns in a timely manner

- Fostered effective and cooperative relationships with the business community by visiting an average of 25 existing businesses per week in efforts to retain and expand each business through discussions of County and Department strategies and policies with owners and managers.
- Team leader for State confidential projects/prospects while actively responding to RFI's/RFP's, brokers, and real estate site consultants to promote efforts in recruiting prospects to relocate headquarters to the area to ensure increased revenue, jobs, and investment in the county.
- Made presentations to Economic Development Authority board members, Board of Supervisors, and corporate executives after identifying targeted industry sites to create business expansion.
- Lead county site visits and tours to officials, real estate brokers and national site consultants to increase knowledge of available Federal, corporate, technology and manufacturing sites.
- Sustained active relationships with Federal and State Government business assistance and grant agencies such as U.S. Small Business Association, Virginia Economic Development Partnership, Virginia Department of Business Assistance, and Virginia Employment Commission.

WJ VAKOS AND COMPANY

(OCTOBER 2009 – APRIL 2012)

4830 SOUTHPOINT PLAZA PKWY, FREDERICKSBURG, VA, 22407 | 540-898-3242

-SUPERVISOR: WILLIAM J. VAKOS III – CHIEF OPERATING OFFICER

COMMERCIAL SALES/LEASING/ASSET MANAGER

Oversaw commercial real estate and asset management portfolio for medical, office, retail, and land inventory

- Pursued, negotiated, and closed leases/contracts worth over \$5,525,000.00 including national tenants such as Subway, Buffalo Wild Wings, Salsarita's, and All State Insurance.
- Employer profit on space leased was a minimal of \$636,000.00/year and saved the company over \$141,000.00 by closing deals without a tenant representing broker.
- Completed statistical analysis of local and regional demographics to ensure properties align with the strategic initiatives of clients as well as market studies of current projects to maximize profitability for all commercial projects.
- Directed a team that managed nine buildings totaling over 110,000 square feet of commercial office, retail, medical, and restaurant space while monitoring rental roll for each individual property.
- Created annual financial budgets for property management taxes, insurance, and Common Area Maintenance for each individual building.

CHRISMARR COMMERCIAL REALTY

(MAY 2004 –SEPTEMBER 2009)

90 CHATHAM HEIGHTS RD., STAFFORD, VA, 22405 | 540-720-0000

-Supervisor: Clay Mihoulides – Owner and President

COMMERCIAL SALES AND LEASING MANAGER

Team leader for commercial sales and property management division

- Managed operation of commercial and residential sales, leasing, and property management departments while ensuring monthly quotas of \$10,000 per agent were met.
- Procured, drafted, and closed an average of five commercial listings per month and managed sales contracts, leases, and property management accounts valued at over fifteen million dollars.

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- Established and fostered working relationships with many area developers, builders, County officials, business and property owners, and real estate brokerage companies.
 - Led and closed contract negotiations with the General Services Administration, FBI, and defense contractors such as Med-Eng, Inc. by reviewing and accepting several Solicitations for Offer proposals.
 - Collected up to \$20,000 in monthly rental income and formulated monthly spreadsheets by analyzing, researching, and recording specific quantitative data for each individual property.
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PAST PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

Chairman, Spotsylvania Economic Development Authority – Spotsylvania, VA
Committee Member, Economic Development and Tourism Committee – Spotsylvania, VA
Committee Member, Spotsylvania Baseball Committee – Spotsylvania, VA
Member, Fredericksburg Chamber of Commerce – Fredericksburg, VA
Board Member, Lees Parke HOA – Spotsylvania, VA
Member, International Economic Development Council
Member, International Council of Shopping Centers
Professional Soccer Player, Northern Virginia Royals – United Soccer League (Division 2)

EDUCATION AND TRAINING

BACHELOR OF SCIENCE – MAJOR - POLITICAL SCIENCE | MINOR - HISTORY (2004)

Radford University – Radford, VA

3.52 GPA – CUM LAUDE

Memberships:

Pi Gamma Mu (Int'l Honor Society in Social Science), National Dean's List, Who's Who Award

Athletics:

Men's Varsity Soccer Team (Awarded the Academic/Athletic Scholastic Award)

COMMONWEALTH OF VIRGINIA – REAL ESTATE LICENSE (2005-CURRENT)

Moseley Real Estate School – Principles of Real Estate

COMPUTER SKILLS/PROGRAM KNOWLEDGE

WINDOWS, MICROSOFT OFFICE SUITE, WORD, EXCEL, POWER POINT, OUTLOOK, QUICKBOOKS PRO, SALES FORCE, EXECUTIVE PULSE (ECON. DEV. DATABASE), CRW/TRACK-IT (P.M. SOFTWARE), RENT MANAGER (P.M. SOFTWARE)