



Karey Post
Property Manager
Management Professionals, Inc.
1225 Jordan Creek Parkway, Suite 214
West Des Moines, IA 50266
PH: (515) 223-4901 FAX: (515) 223-7899
E-mail: post.karey@rrrealty.com

PROFESSIONAL PROFILE:

Karey has nearly 10 years of property management experience to bring to her responsibilities of tenant relations and financial and facility management services. To maintain close tenant relations, she conducts regular meetings with key decision makers allowing her to understand tenants' changing business environment and its impact on tenants' space needs.

Karey develops annual operating budgets for each building and provides ongoing management through approval of purchase orders and invoices and monthly reporting of budget variances. She also conducts regular building and common area inspections, provides review and follow-up of work orders, and manages vendors and contracted services to ensure buildings are well maintained at all times.

EXPERIENCE:

Management Professionals, Inc.

- August 2006 to Present:
Property Manager

Grubb & Ellis/Mid - America Pacific

- April 2004 to August 2006
Property Manager

EDUCATION:

- American Institute of Business, Des Moines, Iowa.
Associates Degree in Business Administration and Financial Management

PROFESSIONAL DEVELOPMENT:

- Candidate for the Real Property Administrator designation from the Business Owners and Managers Institute (BOMI)

PROPERTIES MANAGED:

- County Club Office Plaza
- Vista Centre