

Functional Resume Format

Michael J. Fox

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Summary

A resourceful manager and administrator of nationwide commercial real estate with extensive corporate, investment trust and full service management experience. A dependable, thorough and well organized planner who is innovative and communicates effectively. Areas of special strengths include team building, planning and project direction.

Special Strengths

Team Building

- Planned, recruited staff, organized and started a corporate real estate department which effectively supported 18,000 employees in 36 different facilities of a \$9 billion insurance company.
- Established and communicated actionable standard of performance, reviewed actual performance, developed training approach and counseled team members resulting in a cohesive department that got the job done.

Planning

- Developed, wrote and published a three-volume guide containing detailed standards for planning a facility, rated one of the best in the industry.
- Lowered costs for reconfiguring departments by 26%, for construction by 18% and used vertical space 15% more efficiently.

Project Direction

- Directed the planning and development of a 1 million square foot headquarters in New York which was completed on time and on budget.
- Led team that leased 380,000 square feet resulting in 100% success rate, wide media coverage and awards for outstanding accomplishment.

Employment History

Diversified Insurance, Inc., New York, NY

1987 - Present

Vice President and Director of Corporate Real Estate

ABC Management, Inc., Cleveland, OH

1984-1987

Manager of Office Buildings

Bengal-Bayley Company, Cleveland, OH

1981-1984

Property Manager

Previous Experience

Positions with increasing responsibility and scope in the real estate site selection, marketing, sales and franchising.

Professional Affiliations

National Association of Corporate Real Estate Executives (Past President)
Institute of Real Estate Management 0 Certified Property Manager (CPA)
The Real Estate Board of New York Inc. (Management "A")
Building Owners and Managers Association

Education

B.S., Business Administration, Kent State University 1967
Graduated Cum Laude, American Marketing Association Award for Outstanding Marketing Graduate.
Completed required courses in Real Estate Practices and Law.

Personal

An accomplished skier, golfer and tennis player. Church Deacon and Board of Directors at Center for Hope. Teach real estate at local community college.