

## **CLARKE RUSSELL**

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### **Director of Real Estate, Assets and Operations**

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#### **EXECUTIVE SUMMARY**

Award-winning, dynamic and innovative results-driven Real Estate Portfolio Director, Asset Manager, Property Manager, Facility Manager and Operations with a wealth of experience in achieving success. Adept at directing all aspects of real estate portfolios on a state, national and/or global level including asset management, portfolio management, vendor procurement and contract management. Skill-set includes contract negotiations, project management, change management, production and risk management. Skilled at implementing policies and procedures to maximize revenue and reduce costs.

Talented with both assembling and leading cross-functional teams. A partner to clients who drive innovation. Demonstrates a strong analytical mind while achieving success in leading high performing teams for complex organizations.

#### **AREAS OF EXPERTISE**

*Real Estate Portfolio Management, Asset Management, Project Management, Facilities Management, Client Relations, P&L Responsibility, Training & Development, Budgeting, Research & Analysis, Problem Solving Process Improvement, Site Selection, Contract Negotiations, Vendor Relations, KPI Management, Risk Management, ISO-9000, LEAN Six Sigma Kaizen, Continuous Improvement, Root Cause Analysis, Regulatory Compliance, Resource Allocation Policy & Procedures, Project Management Value Stream Mapping, OSHA, Continuous Improvement.*

#### **PROFESSIONAL EXPERIENCE**

<b><u>Savills Real Estate</u></b> Orlando (Remote), FL <b><u>Real Estate Consultant</u></b> 03/2021 – 08/2023 <b>Reason for Leaving:</b> The clients I had were all starting to work remotely and reduce their portfolio.	<ul style="list-style-type: none"><li>• Execution of Real Estate Transactions for global Corporate clientele such as Technicolor Creative Services, Verint Systems, Vantiva, Panasonic and Foundever f/k/a Sitel</li><li>• Negotiated early buyout transactions where no early termination stipulations had been negotiated saving \$5M.</li><li>• Solved policy issues internally where Verint needed process and procedure improvements based on LEAN Six Sigma training.</li></ul>
<b><u>Change Healthcare</u></b> Alpharetta, GA <b><u>Operations Consultant</u></b> 10/2019 – 03/2020 <b>Reason for Leaving:</b> Contract fulfilled/Covid	<ul style="list-style-type: none"><li>• Championed the collection of large amounts of ROI data for processing and project resources.</li><li>• Collaborated with Quality Team to develop outcomes statistics.</li><li>• Spearheaded the strategic planning operations to coordinate the proper allocation of resources in alignment with mission and capabilities.</li></ul>
<b><u>Sirius Day Spa</u></b> Roswell, GA <b><u>Director of Real Estate &amp; Operations</u></b> 08/2017 - 10/2019 <b>Reason for Leaving:</b> Co-Chair and I decided to close the business and get back to core strengths in Real Estate.	<ul style="list-style-type: none"><li>• Strategized and co-chaired the startup opening of a spa business.</li><li>• Embodied the role of a strategic consulting advisor thereby steering various support and operational services.</li><li>• Tactically drove the business development efforts as well as the creation of operational procedures and workflow planning.</li><li>• Negotiated key initial contracts as it related to site sections while simultaneously directing buildout efforts.</li><li>• Established a structure for governing the budget, inventory and workforce while enabling growth.</li></ul>

<p><b><u>Bureau Veritas</u></b>  Sunrise, FL  <b><u>Senior Manager, Real Estate &amp; Facilities</u></b>  10/2015 - 03/2016  <b>Reason for Leaving:</b> contract fulfilled. Moved back to Atlanta for personal reasons.</p>	<ul style="list-style-type: none"> <li>• Enforced the utilization of KPIs to analyze and measure the performance of global real estate leased and owned properties.</li> <li>• Utilized macro real estate overview to navigate C-Level personnel through the process of making strategic decisions.</li> <li>• Deployed a value-add approach in utilizing third-party brokerage services for property management and leasing transactions securing 35% in rebates.</li> <li>• Evaluated operational trends and made proactive strategy adjustments to maintain alignment between performance and objectives.</li> </ul>
<p><b><u>Altisource</u></b>  Atlanta, GA  <b><u>Senior Manager, Global Real Estate</u></b>  05/2014 – 08/2015  <b>Reason for Leaving:</b> Contract fulfilled. Relocated to Florida.</p>	<ul style="list-style-type: none"> <li>• Managed properties throughout the United States, Canada, South America and India in the amount of 35M SF</li> <li>• Established meetings with all stakeholders to ensure transactions and projects met scope specifications, budgets and schedules.</li> <li>• Enacted the strategic high-level plans through daily tactical decisions and negotiations to obtain a 5% to 10% reduction in final transactions.</li> <li>• Overall gross transaction revenue of approximately \$150M.</li> </ul>
<p><b><u>AT&amp;T</u></b>  Atlanta, GA  <b><u>Senior Manager, Corporate Real Estate</u></b>  01/2013 – 07/2013  <b>Reason for Leaving:</b> Contract fulfilled.</p>	<ul style="list-style-type: none"> <li>• Negotiated Master Lease Agreements as well as SLAs for a Buy One Get One Free (BOGO) program with the construction of AT&amp;T controlled cell towers.</li> <li>• Directed negotiations of over 20 Master Lease Agreements that generated over \$200M in gross revenue.</li> <li>• Managed capital and expense budgets for building construction and infrastructure programs that delivered cost-effective solutions to AT&amp;T customers.</li> </ul>
<p><b><u>Rollins Companies, Atlanta, GA</u></b>  <b><u>Executive Real Estate Consultant</u></b>  01/2012 – 01/2013  <b>Reason for Leaving:</b> Consultant Contract fulfilled.</p>	<ul style="list-style-type: none"> <li>• Expertly ascertained the viability of real estate portfolio locations for corporate clientele such as Rollins Companies by analyzing projected financials and comparing EBITDA and net revenue to location costs.</li> <li>• Instituted financial thresholds to support C-Level decision making.</li> <li>• Formulated RFPs, counteroffers, lease contracts, work letter agreements and vendor contracts.</li> <li>• Delivered a 10% saving by establishing financial thresholds to support C-Level decisions.</li> </ul>
<p><b><u>Siemens Corporation</u></b>  Alpharetta, GA  <b><u>Real Estate Project Lead</u></b>  2009-2012  <b>Reason for Leaving:</b>  To work as an Executive Consultant for Joseph A Bank and Rollins.</p>	<ul style="list-style-type: none"> <li>• Governed a real estate portfolio across the southeastern United States with an overall budget of \$115M.</li> <li>• Collaborated with Business Unit personnel in developing corporate strategies and initiatives to meet operational objectives.</li> <li>• Liaised with building owners, attorneys, brokers, construction personnel, exterior vendors and internal</li> </ul>

	departments in directing projects to successful competition.
<p><b><u>Delta Air Lines pre MACTEC Engineering</u></b> Atlanta, GA <b><u>Real Estate Manager</u></b> 04/1998 - 12/2008</p> <p><b>Reason for Leaving:</b> Delta's management layoffs due to Chapter 7 bankruptcy protection filing.</p>	<ul style="list-style-type: none"> <li>• Delivered expertise and consulting services to Delta Airlines' U.S. and European corporate clientele in managing real estate portfolios.</li> <li>• Directed national portfolios of leased and owned office, industrial and flex real estate for Delta Airlines worth over \$100M.</li> <li>• Created an emergency preparedness task force to provide support for disasters including Hurricane Katrina.</li> <li>• Delivered expertise and support by gathering and analyzing market data, selecting and evaluating sites, sourcing RFPs, creating proposals and negotiating contracts, and supervising construction efforts.</li> <li>• Developed real estate policies and procedures and established corporate guidelines to support initiatives for MACTEC Engineering, inc.</li> </ul> <p><b><i>Key Achievements:</i></b></p> <ul style="list-style-type: none"> <li>• Two-Time MACTEC, Inc. Bravo Award for exceptional service rendered.</li> </ul>

#### **EDUCATION AND TRAINING**

- SOUTHERN METHODIST UNIVERSITY – BACHELOR OF BUSINESS ADMIN
- DUKE UNIVERSITY RECIPROCAL EDUCATION GRANT RECIPIENT
- GEORGIA REAL ESTATE LICENSE
- FLORIDA REAL ESTATE LICENSE
- LEAN SIX SIGMA GREEN BELT