

Joshua James

Real Estate Professional focused on expanding management and brokerage expertise

New Haven, CT 06515

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203-556-6783

Background in both residential and commercial leasing and marketing, commercial real estate sales, investment analysis, and property management.

Authorized to work in the US for any employer

Work Experience

Property Manager, Director of Operations

Farnam Realty Group - New Haven, CT

November 2019 to Present

Managing approximately 700 residential apartments in the Greater New Haven area.

Primary duties include collecting rent and maintaining low vacancy rates as well as negotiating new management contracts and coordinating maintenance work orders and capex expenditures.

- Maintained single digit delinquency rate through COVID-19 across all portfolios.
- Increased rent rolls by 8% YOY on average while maintaining vacancy rates below 5%. Managed leasing agents and approved applications and leases.
- Reduced \$270,000 Maintenance Department deficit by 65% in one year

Property Manager

Consolidated Management Group - Orange, CT

August 2018 to November 2019

Managed approximately 54,000 sf of retail and mixed-use commercial space in Orange, Milford, and Shelton as well as 63 residential units across 2 condominium associations.

Responsibilities include collecting rent and fees, coordinating payables and maintenance, lease enforcement and negotiation, and financial budgeting and reporting.

- Successfully recovered over three years' worth of uncollected CAM fees from a NNN lease tenant
- Negotiated renewal contracts for multiple commercial lessees

- Coordinated maintenance division generating up to \$12,000 per month in revenue

Assistant Property Manager

Dwight Real Estate - New Haven, CT

September 2017 to August 2018

Worked directly under the owner, managing and leasing a 42-unit residential real estate portfolio on the West side of Downtown New Haven. Tenant mix consisted of Yale undergrads, grad students, and professionals.

-Maintained 98-100% Occupancy Rate

-Led a 3-man maintenance and capital improvement staff

-Collected and deposited rent – reducing delinquencies by 50% during first 3 months of employment.

-Performed routine accounting and reporting duties using Quickbooks

Commercial Real Estate Agent

Northeast Investment Realty - Shelton, CT

January 2013 to August 2018

Began at Northeast Investment Realty as an Administrative Assistant handling data entry, day to day operations, and online and print marketing. Was quickly promoted to Account Executive, handling sales and leasing responsibilities for multiple individuals and retail franchise accounts.

-Successfully negotiated six 10-year retail leases at A-Rated shopping centers throughout CT

-Leased small office and industrial space throughout Western Connecticut

-Completed the sale of multiple mixed-use investment properties, culminating with the listing and negotiation of a \$6M environmentally impacted parcel on RT-1 in Greenwich

Residential Rental Agent

Boardwalk Properties - Allston, MA

March 2012 to August 2012

Underwent extensive in-house training with a focus on professionalism and strategies for building a long term career before moving back to Connecticut to be closer to family.

Residential Rental Agent

Inbound Real Estate - Boston, MA

February 2011 to February 2012

I entered the Real Estate Industry as an administrative assistant while going to school and eventually got my real estate license and started leasing student apartments full time. Duties included showings, handling cash and checks, receiving clients, answering phones, posting flyers, online marketing, apartment showings, leasing paperwork, running credit reports, as well as cold and warm calling Landlords.

Education

Contemporary Writing & Production

Berklee College of Music - Boston, MA

2007 to 2011

Bunnell High School - Stratford, CT

2003 to 2007