

MARK HINCHEY

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(314) 537-7805

Career Summary:

Commercial real estate professional with experience managing and leasing office, medical office, retail and industrial properties. Demonstrated financial acumen along with supervisory experience, project management and negotiating skills.

Qualifications:

- Twenty-plus years' combined experience as Leasing/Sales Agent and Property Manager
- Seven years medical office/surgery center property management experience includes maintaining Joint Commission and other city and state compliance
- Budgeting and contract negotiation/procurement skills/experience.
- Lease negotiation, lease drafting, lease administration
- Project management experience; retail, office and medical office construction
- Missouri Real Estate Broker licensee
- Computer literate: Microsoft Office Suite, ReportFolio, Yardi

Work Experience:

Facilities Manager – Simmons Bank (formerly Reliance Bank)
(Reliance Bank was purchased by Simmons Bank April 2019)

April 2018-March 2020

- Managed facility operations/maintenance of twenty-five bank facilities in bi-state region
- Standardized department operations. Included drafting and implementing the use of service contract templates which protected Reliance Bank from liability and other potential losses when entering into work agreements with contractors/vendors.
- Negotiated and managed vendor contracts for facility services including but not limited to HVAC maintenance, housekeeping and landscaping which lowered costs through competitive bidding and strong pricing negotiations
- Supervised staff of two maintenance/facility technicians, assign/monitor daily work duties, perform performance reviews

Property Manager I & II – Mercy Healthcare – St. Louis, Missouri

September 2010-October 2017

- Managed three high rise and nine multi-tenant medical office properties
- Responsible for creating and managing annual operating and capital budgets up to \$3.6 Million Maintained Budgets within a 5% positive variance multiple years in a row
- Reviewed monthly building financials and drafted operating expense variance reports providing a clear, to-date financial picture of each property
- Negotiated and managed vendor contracts for property services including but not limited to HVAC maintenance, housekeeping and landscaping which lowered costs through competitive bidding and strong pricing negotiations
- Performed construction, capital and operating expense project management delivering projects on time and within budget
- Supervised staff of three maintenance/facility technicians, performed performance reviews coaching to their strengths

Gershman Commercial Real Estate – St. Louis, Missouri

- Listing agent for multiple office and retail properties including a 12,000 sf medical office building owned by Metro Imaging of St. Louis
- Provided tenant representation services to multiple clients: office, retail, medical office users
- Consistently lowered client's occupancy expenses through firm negotiations and building a need for their lease
- Prospected for business and closed to both building owners and end-users
- Developed marketing material for listings and tenant representation

CB Richard Ellis – St. Louis, Missouri

- Primarily focused on tenant representation; continued gaining clients: UPS, Roth Staffing, National Association of Electrical Distributors, more
- Negotiated lease terms
- Prospected for business, developed and maintained on-going database

UGL-Equis – St. Louis, Missouri

- Represented national and local tenants/end users with their commercial real estate needs
- Key assignment was 50,000 sf corporate head quarter relocation for Isle of Capri Casinos
Negotiated an effective lease rate 18% lower than the current market rate, a tenant improvement package valued at \$40.00 PSF and \$2.6 million in local and state government incentives and one year free rent
- Netted \$65,000 in commission within first year building tenant representation business
- Prospected for and grew business, developed and maintained prospect database

Leasing/Property Manager – National Real Estate Management

August 2000-January 2004

- Responsible for managing and leasing a portfolio of mainly retail buildings totaling 500,000 sf.
- Generated up to \$2.8 million annually in renewals and new leases
- Managed and negotiated vendor contracts for property services including but not limited to HVAC maintenance, housekeeping and landscaping
- Collected bids and supervised sub-contractors on tenant finish and white-box build outs which enabled company to save on average 5% off projected costs of each project
- Assisted Lease Administrator with CAM audits and reconciliations

Property Manager – Bakewell Development Corp.

April 1998-August 2000

- Managed a 650,000 sf portfolio of Class A office buildings including industrial and retail buildings
- Teamed with accounting department to develop budgets
- Negotiated and managed vendor contracts for property services including but not limited to HVAC maintenance, housekeeping and landscaping

Education:

Bachelor of Arts

Southern Illinois University at Carbondale

MNT 402, FIN 402, ASM 603, ASM 604, ASM 605 Coursework: Institute of Real Estate Management