



Patricia Davies, CPM Senior Property Manager

Colliers International
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EDUCATION

University of British
Columbia
Urban Land Economics

Dalhousie University
Business Law and Business
Decision Making
Economics & Urban Land
Development

Currently:

Strata Management;
Real Estate Management
Insurance Requirements,
Worker Safety &
Compensation,
Legal changes to
Residential Tenancy and
Strata Acts

CPM Certified Property
Manager, granted by IREM

BC Real Estate License
Property Management-
Commercial and Strata

AFFILIATIONS

IREM
Okanagan Mainline Real
Estate Board

www.colliers.com

COMPANY EXPERIENCE

Patricia works under the president and is responsible for all aspects of property management and accounting operations including the preparation of monthly management reports, budgeting, setting up of property management projects, and liaison with retail, commercial, and residential tenants. In addition, she oversees the supervision of seven maintenance personnel and is responsible for contracting out work and supervising its progress.

PRIOR EXPERIENCE

Realty World – Assistant to the Owner

Responsibilities included administrative and financial functions, including directing maintenance of various commercial and residential properties along with maintenance of current rent rolls, reconciliation and billings for common area charges, correspondence to tenants and landlords.

Self employed – Office Administrator

Assisted the civil engineer with setting up a construction office including all accounting, operations, client, and data base systems in both Yellowknife, NWT, and Kelowna, BC. Handled calls from contractors, clients, and suppliers. Prepared contracts, change orders, reconciliation of cost reports, and reports to clients.

Realtor

Licensed as a realtor with Century 21 making several housing sales. Achieved two months as the top salesperson for the company.

Government of the Northwest Territories – Head, Staff Accommodation

Responsibilities included all aspects of management and operations for government owned and leased properties. Supervised five regional property managers with staff complements and large residential and office portfolios. Completed the administration and management of 1800 housing units, 80 commercial office buildings, warehouses, medical & dental facilities, heating and water purification plants, all located throughout the Northwest Territories. Prepared budgets, sales and purchases of homes to employees and all the policies, procedures, and forms relating to this program as well as maintenance and policy manuals, directives and procedures. Also prepared and reviewed tenders, leases and related documentation and annual instructions, operational audits and inspections for regional property managers and other personnel on performance of duties.

Central Mortgage and Housing Corp – Multiple Project Analyst/Negotiation
Prairie & NWT Region

Sold off all houses on inventory after market analysis and renovations as required. Assisted with the implementation of the Rural and Native Housing Program. Worked with banks to arrange mortgages for purchasers who were near borderline for qualifying criteria. Transferred to Saskatoon and assigned to the sale of multiple housing projects located in Edmonton and Calgary. All projects were acquired from owners under the commercial mortgage insurance program and were acquired due to bank foreclosures when interest rates were over 25%. Successful analysis and sale of several projects totaling over 12 million dollars.