

PROFESSIONAL RESUME
SANDRA E. CLARK, CPM, RPA
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74924 Country Club Drive, Unit 150, Palm Desert, CA 92260

PROFESSIONAL CERTIFICATIONS

Institute of Real Estate Management, Certified Property Manager (CPM)
Building Owners & Managers Association, Society of Real Property Administrators (RPA)
Licensed California Real Estate Broker 00760759 / Corporate License 02008606
Court Appointed Receiver – Los Angeles County Superior Court
U.S. Environmental Protection Agency Federal Lead Paint Renovation Certified NAT-93623-3

– EMPLOYMENT HISTORY

Feb 2016 **PRESIDENT** Palm Desert, CA
To
Prajna Real Estate Services, Inc.
Present Property Management Consulting & Brokerage Services
Expert Witness Services

Provide property management expert witness services to Lessors and Lessees / Plaintiffs and Defendants in residential and commercial property management cases. Support clients with information and guidance to best defend cases with the aim toward settlements whenever possible. Specializing in habitability, maintenance, and negligence issues in multi-residential and commercial properties. Sandra has been working in property management for over 45 years and has experience in all types of properties including multi-residential, commercial, HOAs, office, retail, and industrial.

Aug 1991 **SENIOR PROPERTY MANAGER, PRESIDENT**
To
Angel City West, Inc. Culver City, CA

Feb 2016 Property Management Services & Brokerage
President of a real estate management firm for commercial and residential properties. Provided fee management and brokerage services to property owners to maximize and improve management operations. Focused on long term investment strategies and capital appreciation. Analyzed and prepared reports and recommendations to turn around troubled properties. Formulated leasing and marketing programs, property rehabilitation and improvement plans to improve administrative and financial functions. Maintained lease agreements, financial records, vendor contracts and physical operations. Developed and implemented effective new management systems. Managed approximately 130,000 square feet of commercial / industrial property and 325 residential rental units and homeowner associations located throughout the greater Los Angeles & Riverside Counties. A "Hands On" Manager. Assets of company were sold to Crescent Canyon Corp in February of 2016.

Jun 1987 **PROPERTY MANAGER**
To
South Park Group Beverly Hills, CA

Jul 1991 Real Estate Management & Development
Responsible for the management of a real estate portfolio consisting of 15 properties. The sites were primarily located in the greater Los Angeles area consisting of approximately 250,000 square feet of retail / office space and 25 residential units. Reported directly to the property owners. Acted as owners' agent in all functions related to management and operations. Conducted physical inspections of the properties. Established management systems and procedures for new and existing buildings. Coordinated and supervised move-in processes of new tenants with contractors and architects / designers. Hired and supervised on-site personnel and contractors. Oversaw rent collections and eviction procedures. Monitored and administered lease provisions including rent increases, escalations, and triple net charges. Negotiated lease renewals with existing commercial tenants. Marketed and leased residential units.

Sep 1984 **PROPERTY MANAGER**
To
Milka Company Los Angeles, CA

May 1987 Commercial Real Estate Management & Development
Manager of downtown retail, office, industrial, garment, residential, and artist loft properties totaling approximately 500,000 square feet. Hired, supervised, and directed on-site managers, engineers, maintenance crews, and contractors. Coordinated redevelopment projects and tenant improvements with the Director of Development. Supervised the preparation of direct cost billings and annual operating budgets. Worked with outside brokers on marketing and lease up activities.

Additional property management experience for the period of 1978 to 1984 available upon request.