



Patty Gordon

SENIOR PROPERTY MANAGER
Colliers Boise Office



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AREA OF EXPERTISE

Patty has worked in Commercial Property management for over 30 years. Over this extensive period of time, she has had the privilege to manage some of the most prestigious buildings in the region, from an 18 story high rise to the city's most iconic historic building. Currently Ms. Gordon manages over 800,000 square feet of office and retail space throughout the Treasure Valley for Colliers International.

BACKGROUND

2007-2015

Rocky Mountain Mgmt & Dev, Boise ID

- Commercial Property Manager

- Property management and oversight of Class A buildings, medical office and industrial complexes.
- Responsible for all aspects of property management operations, maintenance, construction management and capital improvements.
- Worked closely with brokers on new and renewing tenants including a long term government lease.
- Directed and coordinated annual meetings with building owners and investors to assess building operations and established value.
- Identified and evaluated energy conservation measures with emphasis on life cycle cost savings, potential impact to building operations and building aesthetics to gain the maximum return on investment for the ownership.
- Oversight of historic building renovation, design and upgrade to current code requirements.

2003-2006

Charles Dunn Real Estate, Sacramento CA

- Portfolio Manager

- Direct the management and building operations of 1.5 million square feet, combined within three retail shopping centers, along with a national research company and world-wide distribution center.
- Oversee construction management of capital renovation projects, from space planning to contract negotiation and construction budget management.
- Annual budget preparation, monthly report analysis, vendor contract negotiations, CAM projections and reconciliations.
- Market and assist with the building sale for an overseas client. Assist with new business development, procuring new clients for Charles Dunn R.E.

1998-2002

Transwestern Commercial Services, Sacramento, California - Portfolio Manager

- Oversee management and building operations for the Sacramento offices including garden office, mid-rise, and retail office buildings
- Oversee construction management of tenant improvements and capital renovation projects
- Prepare annual project budgets and monthly reports for asset manager
- Tenant account reconciliation, accounts receivable, CAM projections and reconciliation
- Y2K research and analysis
- Initiate and oversee mold abatement process.