

Samantha Dunn

COMMERCIAL PROPERTY
MANAGER & CREATIVE

CONTACT

Jimboomba, Queensland AUS

EDUCATION

Full Real Estate Licence Registration
QLD — 2022

Certificate IV in Real Estate Practice —
2017

KEY SKILLS

Excellent technology skills
Analytical and problem solving thinking
Determination to strive for excellence
Advanced Microsoft Office skills
Quick learner, adapts well to situations
Educated communication skills

Strong ability to manage time
effectively

Strong experience in Vision, My
Buildings, Rockend REST, Xero,
Console, Adept, Cirrus 8, Property Tree
and MRI

Wordpress, Wix & Canva web
development

Logo & brand design/redesign
Content creation for multiple industries
and clients

REFERENCES

Available on request: DNF Tech clients,
Knight Frank, LJ Hooker Pilbara

Career summary

Dynamic and accomplished professional with ten years of experience in commercial real estate. As a third-generation real estate agent, I bring a wealth of industry knowledge and a passion for exceeding client expectations.

Beyond my real estate expertise, I have channeled my drive into establishing my own IT and Marketing business, showcasing my entrepreneurial spirit and dedication to innovation. With an open mind and a zest for new challenges, I eagerly welcome opportunities as I am always ready to make a positive impact wherever I go.

Career history

ROLE	ORGANISATION	PERIOD
Portfolio Manager	Sentinel Property	Mar 2024 — Current
Owner	DNF Tech	Dec 2022 — Current
Centre Manager	CBRE	Dec 2022 — Feb 2024
Commercial Property Manager	Geon Property	Jan 2022 — Dec 2022
Commercial Property Manager	Knight Frank	Mar 2020 — Dec 2021
Commercial Property Manager	Lever Property	Mar 2018 — Mar 2020
Commercial Property Manager	LJ Hooker Pilbara	Nov 2016 — Mar 2018
Property Assistant	First National	Jul 2016 — Oct 2016
Seasonal Lifeguard	City of Karratha	Oct 2013 — Jun 2016
Property Assistant	Crawford Property	Oct 2014 — Dec 2015
Facility Assistant	Shire of Broome	Mar 2014 — Oct 2014

Key professional experience

PORTFOLIO MANAGER

Mar 2024 — Current

Sentinel Property Group — Brisbane

- Manage a team of ten property professionals being property managers, property assistants and facility managers, focusing on workflow management, escalation resolution, and team development
- Management of all recruitment, KPI setting and performance reviews for department. Including managing a profitable department P&L.
- Provide weekly reports to the executive team on capital items, projects, operational matters and high-risk arrears for a portfolio of 64 properties across a national portfolio
- Prepare income, operational, and capital expenditure budgets, as well as forecasting, for 64 properties across five states
- Maintain strong working relationships with inter-department colleagues, executives and stakeholders
- Review and approve capital expenditure request forms before submission for executive sign-off
- Conduct interstate site inspections, collaborating with external stakeholders, agents, and clients
- Review due diligence reports and data rooms for potential acquisitions, and assist in onboarding new properties and tenants
- Building strong relationships with multiple high profile tenants including federal, state and local government departments

OWNER

Dec 2022 — Current

DNF Tech — Gold Coast

- Content creation for multiple industries; real estate, consulting, women's health, food manufacturing
- Design and copy writing Information Memorandums for land, business and property sale campaigns
- Brand design and redesign; logo design and redesign
- Web development — Wordpress, Wix & Canva
- Microsoft 365 Business set up including Sharepoint & Teams
- Social media set up & management of account — including account over 35k followers on Instagram
- Experienced in harnessing the creative potential of Canva to deliver visually captivating and on-brand materials

CENTRE MANAGER

Dec 2022 — Feb 2024

CBRE — Brisbane / Gold Coast

- Managing 8 retail properties, including premium centres with multiple national major and mini major tenants
- Managing all tenancy and property matters daily
- Monthly reporting on operations, accounts including accruals and tenant matters to stakeholders
- Managing an assistant and facilities manager, allocating work flow, checking items, assisting in growth
- Preparation of income, operational, and capital expenditure budgets, as well as forecasting
- Managing relationships with retailers
- Assisting with the Centre's annual marketing strategy, budget and implementation of events
- Liaising with off-site landlord fund and portfolio managers and senior leadership teams
- Identifying leasing opportunities including casual mall leasing

Key professional experience continued

COMMERCIAL PROPERTY MANAGER

Jan 2022 — Dec 2022

Geon Property — Central & South East Queensland

- Managing 15 properties with a focus on retail and office from Springwood to Bundaberg
- Managing 3 shopping centres, one during an \$18 million dollar redevelopment for 6 months in addition to a full commercial portfolio
- Managing all tenancy and property matters daily
- Developing a business plan for Property Management software changes for CEO approval and managing complete system change for whole company and team
- Negotiating new leases, lease renewals and lease variations — private, national and government tenants
- Monthly reporting on operations, accounts, tenant matters to stakeholders including international clients
- Direct report being a full time assistant, allocating work flow, teaching and focusing on their growth
- Head of Social Committee and company events

COMMERCIAL PROPERTY MANAGER

Mar 2020 — Dec 2021

Knight Frank — Brisbane & Perth

- Managing 32 properties and 3 daily needs shopping centres
- Reporting weekly and monthly on all property management matters to owners and investors
- Managing all tenancy and property matters daily
- Contacting, monitoring, breaching and recovering debt with residential and commercial tenants
- Completing all Covid-19 rent relief discussions and documentations including analysing financials and providing recommendations to owners
- Completing make goods upon tenant vacate dates
- Organising new leases, lease renewals, assignment of lease & casual license documentation for owners

COMMERCIAL PROPERTY MANAGER

Mar 2018 — Mar 2020

Lever Property — Perth

- Daily receipting of all commercial and residential properties
- Reporting weekly and monthly on all property management matters
- Managing all tenancy and property matters daily
- Contacting, monitoring, breaching and recovering debt with residential and commercial tenants
- Writing educational blog articles on Property Management
- Writing and approving advertisements, marketing material and website material
- Running monthly training sessions on various Property Management topics

COMMERCIAL PROPERTY MANAGER

Nov 2016 — Mar 2018

LJ Hooker — Pilbara & Perth

- Daily receipting of all Rio Tinto residential and commercial rental payments across five offices
- Reporting daily and weekly on trust accounting on a 350+ property portfolio to Sodexo & Rio Tinto
- Investigating and reconciling all residential and commercial rental queries
- Contacting, monitoring, breaching and recovering debt with residential and commercial tenants
- Preparing all commercial lease and licences including Crown Land properties
- Logging all maintenance on behalf of clients
- Managing human resources specific to the LJ Hooker office
- Overseeing small property management team, assisting in major problem solving and liaising with owners
- Writing and approving advertisements, marketing material and website material