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Donald Nielsen

Objective

Create value for owners and satisfaction for tenants.

Experience

2007–2010 Hopewell Real Estate Services Calgary AB

Tenant Coordinator / Assistant Property Manager

- Review and approval for retail Tenant improvements in Edmonton, Lacombe, Airdrie, Calgary and Winnipeg.
- Created Access data base for tracking of leasing related items, provide weekly reports for all developments, mail merge for fixture notices, Estoppels and pylon sign agreements.
- Provide Pylon sign agreements and Estoppels for Leasing; prepare yearly budget, monthly reports and variance analysis.

2005–2007 Oxford Properties Calgary AB

Tenant Coordinator

- Tenant Build outs for over 2 million square ft. Bow Valley Square and Calgary Place.
- Landlord Capitol Projects
- Oversee all tenant construction both Retail and Office
- Ensure Building Codes are met, great relationship with City Safety Codes officer

1989–2005 BV Square Management Ltd. Calgary AB

Construction Coordinator

- Prepare Mechanical drawings for all Bow Valley Square office build outs.
- Extensive experience and knowledge with preparing Electrical drawings for Bow Valley Square and other sites around the city, including fire alarm systems.
- Head of controls and balancing installations for Bow Valley Square, (HVAC)

1984–1989 Canjay Explorations Calgary AB

Various Positions

- Seismic operations
- Positions held, Jughound, Rodman, Head chainer, Portable driller, Drill push, Line driver, Shooter, Clerk.
- 5 Years experience working throughout Northern Alberta

1980–1984 Galliano Restarant Calgary AB

Cook, Delivery driver

- age 16 deliver driver for Pizzas
- Weekend cook, part time employment throughout High School
- 1 Year apprentice for cooking

Education

1981–1984 Western Canada High School Calgary AB

- General High School Diploma

Interests

Family, bicycle riding, roller blades, computers.

References

Art Dubetz,
Dubetz Engineering
403-512-2744

Ron Logan
Convergint
403-291-3241

Gerry Jobagy
Standard Life
403.470.1709

More References available on request including contacts from most recent employer Hopewell.

Recipient of BOMA 2007 Customer Service Award as Tenant Coordinator for Bow Valley Square and Calgary Place.