

James Scott Wallace, CCIM, CPM, RPA

Houston, TX | 713-201-1238

email: jamescottwallace@gmail.com

<https://www.linkedin.com/in/james-scott-wallace>

<http://www.jamescottwallace.com>

Real Estate Management Professional

Financial Management | Property Management | Leadership

More than 25 years of experience in the real estate field within areas including executive leadership, property management, capital improvements, sales and leasing, and valuation. Designated professional. A proven track record of driving revenue and growth through the recovery of business units and the delivery of top-tier financial management. Skilled in analyzing the requirements of shareholders and team members to determine the most effective strategy for prioritizing concerns and goals.

Management Leadership
Shareholder Management
Negotiations - **MCNE**
Revenue Growth
Property Leasing and Sales
Capital and Tenant Improvements

Business Unit Recovery
Budget Development and Control
Team Leadership
Project Management
Public Speaking
Problem Solving & Critical Thinking

Property Valuation
Profit and Loss Control
Financial Reporting
Account Management
Financial Modeling
Financial Operations

PROFESSIONAL EXPERIENCE

Bayou Properties Company, Houston, TX

1989 – Present

President, Regional Property Manager 2003 – Present

Managed 500,000 Square foot portfolio of income properties and holdings for private real estate investment company. Assets included strip office, office-warehouse, neighborhood shopping centers, industrial, and land.

Directly oversee areas including sales, revenue growth, finance, reporting, and operations.

Drive development and profitability for a portfolio of properties by working closely with tenants, governmental directors, and contractors to ensure success. Leasing and Sales leader.

Foster and maintain positive, long-term relationships with clients to ensure retention and future opportunities.

Directly led the development and success of existing properties while maintaining complete adherence to all income tax, liability insurance, and legal counsel requirements.

Spearheaded the successful recovery of revenue during a recession by reducing overhead expenses, select improvements, and focused marketing and leasing, which directly resulted in a return to stabilized occupancy and 42%+ revenue growth.

Developed and led property sales strategy to realize cash from assets for shareholders. Leased properties to 100% occupancy and improved properties to maximize investor interest. Successfully marketed and sold properties.

Shepherded properties through underwriting and due diligence, with insightful preparation. Closed the sales.

Vice President, Regional Property Manager 1989 – 2003

Responsible for property management and leasing: rental collection and records, property maintenance, space rehabilitation, capital improvements, adherence with all rental and lease agreement terms. Inspected properties, grounds, facilities, and equipment. Managed contract labor.

Developed and maintained accurate records of all tax, insurance, loan, and financial activity.

EDUCATION & CREDENTIALS

Bachelor of Arts, Magna Cum Laude, Classics, The University of Texas at Austin

Certified Commercial Investment Manager (CCIM), Institute of Real Estate Management Certified Property Manager (CPM)

BOMI International Real Property Administrator (RPA)

Texas Real Estate Broker, Texas Certified General Real Estate Appraiser, LEED Green Associate
Property Tax Consultant, Master Certified Negotiations Expert, Mediator, Arbitrator, Notary Public