



## Dana Norris

Senior Portfolio Manager

NAI SunVista

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## Background & Experience

Dana joined NAI SunVista (formerly NAI Maestas & Ward) as a commercial property manager in January of 2010. She obtained her New Mexico Real Estate license in May 2010 after having scored one of the highest scores possible on the national and New Mexico licensure exams. In her current position as Senior Portfolio Manager, she oversees all aspects of property management including lease processing and administration, payment collections and processing, financial analysis, budget preparation and presentation, maintenance oversight and tenant retention. She has an in-depth understanding of property management issues and a broad range of skills that allow her to achieve successful issue resolution. She is dedicated to delivering quality service and works diligently to establish long-term relationships with her tenants while making sure her property owners know that the best interests of their property are her first priority.

She has maintained a diverse portfolio during her career with NAI SunVista, managing office, retail and industrial/warehouse properties in Albuquerque, Bernalillo, Farmington, Rio Rancho, Roswell and Ruidoso, New Mexico as well as Lubbock, Texas and Burr Ridge, Illinois. She has a thorough understanding of real estate processes from conducting annual operating expense audits to successfully managing multiple owner associations. Dana's current portfolio consists of more than 30 commercial office and warehouse properties totaling more than half a million square feet and having nearly 200 tenant/owner accounts.

Some of the properties she manages include:

- ▣ Academy Office Park (212,000 SF of office buildings)
- ▣ The 24s @ Uptown Owner Association (55,092 SF office building)
- ▣ Tanoan Office Plaza (48,575 SF multi-story office building)
- ▣ Cherry Hills Office Complex (6 office buildings totaling 37,868 SF)
- ▣ Pan American Business Center (8 warehouse/office buildings totaling 90,600 SF)
- ▣ Broadbent West Business Park (60,315 SF of office buildings)
- ▣ Conejos Office Park (48,287 SF of office buildings)

Before she began her career as a commercial property manager, she performed duties as an unlicensed assistant in the construction and maintenance division of a local independently-owned commercial real estate office. This experience gave her an in-depth understanding of property management and maintenance and a broad range of skills to



help her become a successful property manager. During time spent working with her previous employer, she also assisted in marketing and leasing of more than 50,000 square feet of commercial office space and nearly 100 units in Albuquerque and Rio Rancho. In addition, Dana served for nearly 12 years in the nonprofit sector in the contracts and marketing division of a national 501C3.

Dana studied business management at Central New Mexico Community College CNM in Albuquerque, NM and earned her degree in Integrated Studies. She is a Certified Property Manager Designee at the Institute of Real Estate Management (IREM) and received her Accredited Commercial Manager certification from IREM in 2018.

## Educational Background

She obtained her real estate license in May 2010 after having scored one of the highest scores possible on the national and New Mexico licensure exams. Dana studied business management at CNM in Albuquerque.