



**Vicki Donkin**

Senior Vice Present

NAI Capital - Ontario

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## Scope of Responsibilities

Dynamic, dedicated Commercial Real Estate Executive with 20+ years of progressive experience, focused on the areas of investment, land sales and leasing. Background includes work with retail and non-retail properties, primarily with a specialty in big-box retail. Skilled at effectively interfacing with key corporate personnel, along with individual and team stakeholders at all levels. Seeking to leverage career history and recent transferable skills to a role in the business or project management arena allowing for ongoing career growth.

### Core Competencies

Cross-Functional Teamwork, Leadership, Project Management, Cost Control, Finance, Proposal Preparation, Contract Negotiation, Communication, Marketing, Cost & Benefit Analysis, Strategic Planning, Problem Solving, Training, Supervision, Policy Administration, Technical Support, Reporting & Documentation, Presentations, Confidentiality

## Background & Experience

**2011 - Present: NAI CAPITAL COMMERCIAL, INC.**

### Senior Vice Present

- Represent property owners, offering marketing and leasing services per established schedules with a focus on national credit tenants
- Lease/sublease to and represent tenants in lease negotiations and site selection processes
- Actively promote tenant and property owner locations, analyzing the market for area prospects
- Forge relationships with local officials to maintain cooperation and garner additional market information
- Develop marketing plans and brochures to illustrate the distinct features of 11 projects
- Help tenants and property owners achieve contingency resolution to expedite store openings
- Perform tenants' market analyses including locations vs competition; note specific trade areas, assess demographics, identify possible relocations, prepare tour books and organize tenant tours
- Generate LOIs and exhibits, negotiating within tenant-established



parameters, and assisting in preparation for committee submissions

- Established monthly meetings due to no prior existence of retail team communication or coordination

#### **2008-2011: PRESENT VALUE PROPERTIES**

##### **Vice President**

- Represented tenants during site selection and lease negotiation
- Worked with property owners to aid in marketing and leasing centered on Big Box leasing and subleasing

#### **2002-2008: SPERRY VAN NESS COMMERCIAL REAL ESTATE ADVISORS**

##### **Vice President**

- Represented Vons Grocery and Kmart, partnering with their Corporate Executive Vice Presidents site acquisition and surplus site sale/leasing processes
- Targeted markets based upon client/tenant expansion plans and demographics
- Assessed current value and devised marketing strategies for the lease and sale of major commercial listings
- Trained new independent sales contractors in marketing and negotiation best practices
- Coordinated acquisition and assemblage of land for three Wal-Mart developments; identified sites based on corporate preferences and assembled properties using market knowledge
- Skillfully negotiated purchase agreements and organized all phases of the escrow process
- Organized information exchange via Quarterly Leasing Forums for all Inland Empire Brokers

#### **1989 – 2002 GRUBB & ELLIS COMPANY**

##### **Senior Specialist**

- Represented landlords and tenants for a domestic real estate organization focused on investment sales, leasing services and asset or property management



- Crafted compelling marketing proposals inclusive of leasing strategies, tenant mix and comparable property rental rates
- Finalized the current value and marketing tools used to facilitate the lease or sale of surplus 99¢ Only and Vons Grocery properties
- Located pharmacy facilities for Kaiser Permanente: analyzed size, rates, visibility, and access, authoring Letters of Intent and negotiating leases for each
- Listed, marketed, and subleased five Vons Surplus Properties
- Provided exclusive service for K-mart Surplus Properties, Inland Empire

### Professional Affiliations & Designations

- International Council of Shopping Centers
- Association of Commercial Real Estate Executives.
- CREW-IE, Board Member, Special Events Chair
- WESCOM Credit Union, Board of Directors, Member-At-Large

### Educational Background

Master of Business Administration - UCLA ANDERSON SCHOOL OF MANAGEMENT

Bachelor of Administration UCLA