

# Professional Profile

## Melissa Wolff



### Property Manager

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Melissa specializes in the management of mixed-use portfolios. Her previous assignment encompassed a portfolio over 520,000 square feet of combined office, industrial and retail properties.

She currently serves as the Property Manager for Park 270, a 275,000 SF Class "A" office campus located in the Westport area in Maryland Heights, MO.

Melissa's responsibilities include tenant relations, tenant improvements, annual budget preparations, account reporting, construction coordination, property inspections and coordination with maintenance personnel and services, as well as management of all service and maintenance contracts for the property.

Currently, Melissa is managing the portfolio for Alliance Equities Park 270 LLC, which includes 2 properties totaling 275,000 square feet. Melissa's previous portfolios include: Draper Properties, 9 properties – 520,000 square feet; The Morgan Group, 3 properties – 100,000 square feet; Ashton Properties, 1 property – 26,000 square feet; Kimmie Capital, 1 property – 35,000 square feet; Bimways, LLC, 5 properties – 125,000 square feet.

### PROFESSIONAL AFFILIATIONS

- Missouri Real Estate Salesperson License
- St. Louis Association of Realtors (SLAR)
- Missouri Association of Realtors (MAR)
- National Association of Realtors (NAR)

### EDUCATION

Lindenwood University, St. Louis, MO

- Bachelor of Arts
- Master of Arts

Coldwell Banker Gundaker School of Real Estate