

**NANCY L. LANHAM – PROPERTY MANAGER**  
[NancyLanham@HemmerGroup.com](mailto:NancyLanham@HemmerGroup.com)

- Career Objective:** To provide professional and responsive property management services to the tenants and owners of the real estate portfolio that we manage at the best value.
- Career Experience:**
- 1/12 to present Property Manager for Hemmer Management Group
- Responsible for the daily operations of 32 office, industrial and retail properties and seven (7) property associations. Duties include tenant relations, coordination of all maintenance work and payment processing, lease administration and rental processing, and abstracting all new and renewed leases.
- 3/92 to 12/11 Property Manager for Paul Hemmer Company
- Responsible for the daily operations of 36 office, industrial and retail properties and seven (7) property associations. Duties included tenant relations, coordination of all maintenance work and payment processing, lease administration and rental processing, and abstracting all new and renewed leases.
- 8/91 to 3/92 Assistant Property Manager for Kohl/Tipton Management Services
- Responsible for the daily operations of seven (7) office and office/warehouse properties. Duties included the preparation and approval of invoices for payment, budget preparation, abstracting all new and renewed leases, tenant relations and collecting delinquent rents.
- 2/90 to 8/91 Lease Administrator for Tipton Associates, Inc.
- Responsible for tenant relations, monthly billing verification, rent collections and cash application, account adjustments, preparation of DOC memorandums, annual operating expense reconciliation and billing, budget preparation, collecting gross sales and percentage rent of applicable, tracking lease expiration dates, and review of all new and renewed leases for administrative lease management.
- 1/88 to 2/90 Accounting Support for LJ Hooker International
- Responsible for all aspects of accounts payable through financial statement preparation, supervision of department staff, purchase order preparation & tracking, budget preparation, petty cash and payroll & employee relations and records for 140-150 employees.
- 6/86 to 1/88 Accounting Support for Community Management Corporation
- Responsible for all aspects of accounts payable, bi-weekly reimbursements, monthly review of general ledger and any necessary journal entries, petty cash, accounting correspondence and setting up new commercial accounts.

5/79 to 6/86

Loss Prevention Manager for Kmart Corporation

Initially hired as a sales clerk and was promoted several times to eventually become Loss Prevention Manager. Responsible for balancing refund register daily, observing all aspects of daily store operations for internal theft and waste, external theft, collecting bad checks and delinquent receivable accounts and supervision of department staff.

**Education:**

8/79 to 5/81

Various Business Classes at Raymond Walters College, Blue Ash, Ohio

6/86 to Present

Training on various property management, property accounting and related software programs most recently including Yardi Voyager, PAYscan, CHECKscan, Axxerion Work Order Management System, Skyline & MRI.

**Personal:**

Attends events and programs offered by various commercial real estate organizations

Certified EMT for more than 14 years