

ZACK M. GYLER

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OVERALL PROFILE:

Results-oriented, hands-on regional property manager and vice-president of construction and development with 14 years of expertise in all phases of the multi-family industry.

PROPERTY MANAGEMENT PROFILE:

Proven, motivated performer in multi-family management with a commitment to providing quality housing to residents while securing clients and/or investors the highest rate of return on their dollar. A record of absorbing new concepts and adapting to highly demanding situations or distressed sub-markets.

Areas of Expertise

- Strategic planning
- Human Resources & Team Building
- Capital Improvements
- Budgeting & Finance
- Innovative & Creative
- Marketing
- Effectively Working with City, State & Federal Agencies

PROPERTY MANAGEMENT HISTORY:

B-G&G Investors, LLCs

REGIONAL PROPERTY MANAGER

June 2008 – Present

- Primary responsibility is to assure successful management of the property portfolio in line with owner goals and objectives
- Experience in marketing, valuation of rents, leasing, budgeting and management of multi-family real estate field
- Duties include management of 614 apartment units at 5 different locations. Supervision of district manager, three property managers and oversight of 19 employees including leasing agents, maintenance staff, porters and housekeepers.
- Human Resource Administrator handling employment issues and answering any claims in regards to Fair Housing and Employment. Recruitment, training, delegating and motivating personnel as well as providing assistance in creating policy and procedures to achieve management goals.
- Oversight of outside company that develops our marketing materials, websites and newsletter
- Functioned as Bankruptcy Court Appointed Owner’s Agent for ‘take over’ of management of 128 units Holly Court (Dali Place) Apartments. Supervised notification to residents and vendors of management change, oversaw resident apartment inspections, functioned as apartment manager/leasing agent (tasks included getting current residents to sign new leases and community rules, interfacing with police, leasing apartments, promotions, etc.) for a 30 day period.

CONSTRUCTION PROFILE

Verifiable track record for the successful completion of multi-million dollar projects through coordinating trades, developing partnerships and building positive rapport with local officials, vendors and clients while maintaining costs. Versed in contract negotiation, project estimating, design problems, document preparation, building code and regulations, material purchasing, site management through certification of occupancy.

Areas of Expertise

- Construction Planning & Scheduling
- Vender & Materials Management
- Quality Control Management
- Organization & Time Management
- Permitting & Building Code
- Safety & Compliance
- Estimating & Job Costs
- Selling Projects to Investors
- Investor Relations

CONSTRUCTION HISTORY:

- Developed 'due diligence' forms and procedures for company.
- Needs assessment, site inspection and recommendation of purchase apartment complexes. Supervised 'due diligence' of properties.
- Secured investors for purchase of 40 apartment units (Monet Manor)
- Developed and implemented subcontractor procedures including 'change orders', sub-contractor payment schedule, quality control standards and timelines for completion.
- Project completion on time while meeting strict timelines and budget requirements while faced with effects of inclement weather and flood waters including Hurricanes Katrina and Rita.
- Negotiated and established valuable vender contacts
- Scheduled and supervised subcontractors and employees, developed and enforced company project safety regulations for projects
- Developed strong sub contract productivity and ability to identify, isolate and eliminate problems
- Established solid, positive and productive relationship with client – by scheduling regular client meetings, understanding the needs of the owner and the residents, explaining scheduling and listening to problems or concerns with rehabilitation/repair.

B-G&G Investors, LLCs, New Orleans, LA

September 2007-September 2008

VICE PRESIDENT OF CONSTRUCTION

1. Oakmont of Algiers (One and Two Bedroom Units) – Rehabilitation Cost \$4,900,000. (Note: Apartments were damaged by Hurricane Katrina. Rehabilitation was required to meet Louisiana strict new hurricane guidelines.)

B-G&G Investors, LLCs, Gretna, LA

February-December 2007

VICE PRESIDENT OF CONSTRUCTION

2. Pines I (82 One and Two Bedroom Units) – Rehabilitation Cost - \$3,300,000 (Note: Apartments were vacant and boarded having been damaged by Hurricane Katrina. Rehabilitation was required to meet Louisiana strict new hurricane guidelines.)
3. Pines II (60 One and Two Bedroom Units) – Rehabilitation Cost - \$2,600,000

B-G&G Investors, LLCs, Baton Rouge, LA

September 2004-December 2005

PROJECT/SITE MANAGER

1. Monet Place (24 One-Bedroom Units) – Rehabilitation cost - \$300,000 (January-September 2003)
2. Cezanne Square (37 One-Bedroom Units) – Rehabilitation Cost - \$\$515,000 (January-October 2003)
3. Degas Manor (72 One and Two-bedroom Units) – Rehabilitation cost - \$1,280,000 (May-October 2003)
4. Monet Manor (40 One and Two-Bedroom Units) – Rehabilitation cost - \$605,000 (March-December 2005)
5. Dali Place (128 One, Two and Three-Bedroom Units) – Rehabilitation cost \$1,200,000 (September-December 2005)

Gold Construction, Dallas, TX

June 1997 through November 2004

SITE CONSTRUCTION MANAGER

Westdale Asset Management, Dallas, TX

October 1996 through May 1997

CONSTRUCTION SUPERVISOR of a 2139 unit multi-family property

EDUCATION:

- 120 hours at Birk Baker Real Estate School; Baton Rouge, Louisiana
- Collin Creek Community College (1998-2000); Plano, Texas

COMMUNITY INVOLVEMENT:

- Melrose East Community Association Youth Sports Director; Baton Rouge, LA