



## *Mary T. Battey, Director of Property Management*

### **EDUCATION**

BOMA's BOMI INSTITUTE, Real Property Administrator program

NIAGARA COLLEGE, Gerontology Certificate

PCL CONSTRUCTION COLLEGE, Communication, Management  
and Supervisory Certificate

HUMBER COLLEGE, Business Diploma

### **EXPERIENCE SUMMARY**

With more than 20 years experience, Ms. Battey brings a wealth of knowledge and expertise to the property management team at McGuire Development Company. Her experience and extensive education give her an edge in handling the unique daily operational needs for a variety of properties. She is adept at handling all aspects of property management from tenant relations to "green" program initiatives. This outstanding level of services is delivered to our clients in a transparent and team-focused manner.

### **EMPLOYMENT SUMMARY**

#### **McGuire Development Company, LLC 2009 - present**

Ms. Battey serves as Director of Property Management for McGuire Development's numerous Class A office buildings including, 43,325 square feet at the Brain and Spine Center, 22,000 square feet at Wehrle Professional Center, 68,839 square feet at 665 Main Street, 50,000 square feet at Medaille College's Amherst Campus, 30,884 square feet at 700 Michigan/222 Genesee, 18,434 square feet at Sheridan Medical Park, and 13,000 square feet at Maple/Ayer Roads while mentoring a team of property managers.

Mary also assists with special projects such as analyzing and assessing real estate accounting software including implementation and ongoing utilization.

She is responsible for facilitating project work orders and property assignments through McGuire Development Company's technology based system, Workspeed. She also handles information system management through the use of Microsoft Office OneNote, as well as project coordination/execution, tenant relations and company strategic initiatives such as property management best practices and standards, lease administration policies and employee development.

**EMPLOYMENT SUMMARY (cont.)**

**Seneca One Realty LLC  
1998-2009**

As the Assistant Property Manager for Seneca One Realty, LLC, Mary was responsible for directing the daily operations and contracts for building maintenance; improving tenant relations and safety; managing complex operations; performing annual operating expense reconciliation; budget projections and forecasting; lease review and compliance and special project oversight. She also implemented and conducted accounting practices, initiated and coordinated a green program to meet OSHA standards, served as Project Manager for tenant leasehold improvements and orchestrated major tenant events for the building.

**Acquest Holdings, Inc.  
1997-1998**

As the Property Manager/Project Accountant for Acquest Holdings, Inc., Mary oversaw the daily operations at three commercial properties; coached and supervised a staff of seven maintenance, security, and cleaning personnel; handled all aspects of tenant relations; developed budgets and schedules for tenant and building improvements; negotiated major leases with new tenants and streamlined banking processes.

**Snyder Corporation  
1993-1997**

As an Administrative Assistant for the Snyder Corporation, Mary assisted the VP of Real Estate and VP of Administration with major commercial development projects to enhance the portfolio of the company. She also created bid packages, maintained construction accounting and worked with vendors to keep project costs in line.

**PCL Costruction  
Eastern, Inc.  
1986-1992**

As a Project Accountant for PCL Construction Eastern Inc., Mary administered the accounting operations on a \$500 million dollar Twin Tower construction project delivering sub trade account reconciliation, contract billing control, accounts receivable and proper funding.

**INTERESTS**

Notary Public  
Parent School Council – St. Philomena Catholic School  
Martial Art – TaeKwonDo – instructor in training  
Enrolled in the RPA BOMA course program  
Greater Buffalo BOMA - President  
City of Buffalo Elevator Safety Review Board