



## *Michele A. Messina, Property Manager*

### **EDUCATION**

Bachelor's degree in business administration with a concentration in marketing from Bryant & Stratton College. Certified Business Leadership.  
Currently enrolled in the RPA - Real Property Administrator program through BOMI

### **AFFILIATIONS**

Chairman, Program Committee - Greater Buffalo BOMA - Building Owners and Managers Association  
NAPW - National Association of Professional Women  
Member of Buffalo Niagara 360

### **EMPLOYMENT SUMMARY**

#### **McGuire Development Company, LLC 2008 - present**

As a member of McGuire Development Company's property management team, Michele manages numerous properties including the corporate headquarters at 560 Delaware Avenue, Brain and Spine Center, Northwoods Medical Park, Wehrle Professional Center, University Pediatric Dentistry, 1100 Main Street in Buffalo, Pediatric & Adolescent Urgent Care, The McGuire Group Pharmacy and Reliant Medical Equipment & Supply.

Michele is also responsible for handling daily facility operations, preparing budget projections and forecasting, working with vendors, developing bid packages, directing maintenance personnel, negotiating leases for existing clients and coordinating/executing special projects. Maintaining tenant relations is also a high priority for Michele, who takes a proactive approach in understanding clients' business models, anticipating their future needs and implementing strategies to meet those needs in a timely, efficient manner.

Michele facilitates all project work orders and property assignments through McGuire Development Company's technology based system and handles information system management through the use of Microsoft Office OneNote. She is also responsible for training all tenants on the use of our Maintenance Software Program, a vital tool that enables our team to quickly respond and react to an issue or problem at any of our properties.

#### **The McGuire Group 1999-2008**

Prior to her appointment with McGuire Development Company, Michele worked for more than eight years at The McGuire Group in various roles. This included the creation of a Companion Program, management of nine staff members, volunteer coordination for the nursing facilities and assisting Human Resources at The McGuire Group Training Center.

