**Christopher Olup**

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**Operations Specialist:**

* Results-driven Real Estate and Corporate Paralegal offering over 12 years of experience and success in drafting and reviewing corporate and real estate documents.
* 8 years of experience drafting purchase and sale agreements, leases and most real estate documents necessary for closing or conducting transactions.
* Intimate knowledge of drafting and managing corporate documents such as Articles of Organization, Operating Agreements, Minutes, all Annual Filings, and Resident Agent.
* Complete knowledge and management of the closing process to include typing binders, policies, and HUD-1.
* Extremely proficient in the review of titles and surveys.
* Experience in commercial management to include leases, LOI’s, and the various processes involved in Retail, Industrial, and Office building contracts.
* Extensive understanding and drafting of real estate documents such as leases, deeds, mortgages, right of ways, easements, covenants, and estate issues.
* Comprehensive experience with the review of real estate documents and leases.

**Professional Experience:**

**Coastal Grand Mall**

**Operations Director**

**January 2017-July 2018**

* Responsible for Maintenance, Janitorial, Security, and Landscaping services, ensuring high service levels and performance.
* Recruited competent personnel using effective methods to keep staffing at acceptable levels, working within budgeted hours and expenses. Managed all departments work schedule to ensure proper preparation and staffing every day and for special events
* Trained and managed staff. Set site operational goals for each department, regularly assessed performance, and quickly made effective corrections to performance and conduct, including retraining, employee corrective action and development plans.
* Managed the daily activities of each department to include appropriate cleaning and maintenance of all public areas, restrooms, offices, etc. Ensure the proper care, maintenance, and presentation of interior and exterior landscaped areas.
* Measured department effectiveness through quality inspections and adjust as goals change or are not met.
* Schedule contractors for electric, plumbing, HVAC, etc.
* Purchased, timely re-order, and maintained appropriate and adequate supplies and inventory.
* Ensured the proper maintenance of all equipment; made arrangements for repair and/or replacement of used and damaged equipment to avoid service disruptions.

**EKS Management, LLC**

**Regional Manager of Operations for DC, MD, VA, PA**

**January 2011 – January 2017**Negotiated and drafted all leases for MD, DC, and VA.

* Prepared LOI and feasibility study for the purchase of three separate real estate buildings.
* Surpassed revenue goals by 30% in 2012 to an increase of $560,000.
* Overseeing 2 District Managers and 20 technicians running 90 accounts to include stadiums, Hospitals, Universities, and over 40 Restaurants.
* Develop management plans, procedures, and methodologies; conducted studies of company efficiencies and recommended changes or improvements for the organizations staffing and business practices.
* Effectively managed 4 territories through constant communication, monthly reports, and visitation of District Managers on a monthly basis.

**Southern Maryland Hospital Center**

**Vice President Environment of Care**

**January 2006 – December 2010**

* Instrumental in successfully turning hospital’s patient satisfaction and overall appearance.
* Operated under budget of $2,000,000 on an annual basis from 2003 to 2007.
* Key responsibilities included: Bed Control systems, Facilities, and Environmental Services.
* Developed procedures and systems for establishing, operating, and assessing the effectiveness of control systems such as those designed to prevent solid and hazardous waste, loss, unauthorized use or misappropriation of department assets.
* Developed management plans, procedures, and methodologies; conducted studies of efficiency and recommended changes and improvements in organization, staffing, and procedures for department.

**Real Estate Developer**

**Proprietor**

**January 2003 – December 2004**

* Acquisition and Development of 7 office condos in Frederick Maryland.
* Instrumental in the design, and key consultant to the architect and Engineer.
* Negotiated and executed all contracts including construction, environmental, architecture, engineering, permits, and licenses.
* Completed feasibility study including zoning rights, environmental issues, county/city codes, and real estate market conditions.

**Crestline Capital Corporation**

**Real Estate/Corporate Paralegal**

**January 2000 – January 2006**

* Conducted commercial closings that included document preparation, due diligence, Title review, and coordination of interested parties on all Marriott Hotel’s Real Estate Mergers and Acquisitions.
* Filed and drafted Annual Reports, minutes, agreements, and amended Articles of Organization for all subsidiaries of Crestline Capital. Ordered certificates of good standing. Filed and completed all forms for corporations and LLCs and maintained all corporate books. Negotiated all company’s leases and contract as it pertained to acquisitions, mergers, and new construction.
* Drafted real estate documents such as leases, deeds, mortgages, right of ways, easements, covenants, and estate issues.
* Drafted purchase and sale agreements, leases and most real estate document necessary for closing and transactions
* Management real estate documents to include leases, LOI’s, and the various processes involved in Retail, Industrial, and Office building contracts.
* Reviewed over 2000 titles and conducted over 1000 title searches in Maryland, DC, and Virginia.

**Education:**

* University of Maryland University College - BS in Business Management anticipated May 2015
* University of Maryland University College – Paralegal Certificate
* Real Estate License in Maryland and Virginia -Inactive
* Loan Officer Licensed Maryland

**Computer Skills:**

* Proficient in Microsoft Word, Power Point, Access, and Excel.
* Working knowledge of MRI, QuickBooks, Lexis/Nexus, and CAD

**Professional Engagement:**

* Member of the Maryland Land Title Association- 2005-Present

**Entrepreneur**