

# Antonia Giaouris

4804 Mission Street, Suite 222 ▪ San Francisco, California 94112

Office: 415.841.9299 ▪ Cell: 650.766.2699

[Giaouris@NoorInvestments.com](mailto:Giaouris@NoorInvestments.com)

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## CHIEF EXECUTIVE OFFICER

Real Estate Broker ▪ Real Estate Investments ▪ Property Management  
Corporate Start-Up ▪ Corporate Management

Self-motivated, Chief Executive Officer with strong leadership and corporate management abilities. Tactically focused professional capable of resolving various multifaceted legal, corporate managerial, financial and operational issues. Successful negotiator, proficient in contract drafting and review. Highly effective at vision planning, corporate set-up, building strategic alliances and maintaining professional relations.

### Highlights & Areas of Proficiency:

**Partnership Investments:** Co-Shareowner in Noor Real Estate Investments Inc., a California based Real Estate Firm that has achieved over \$100 million dollars in real estate transactions over the past year. LLC Member in S&K Summit Investments LLC., a newly formed CA based investment group who intends to invest approximately \$10-\$15 million within the next five years.

**Real Estate Broker:** Functioning as Broker of Record for Noor Real Estate Investments Inc. since 2005. Including reasonable supervision of the activities of three sales agents by the sole establishment of policies, rules, procedures and systems to review, oversee, inspect and manage all transactions and functions that require a real estate license.

**Corporate Start-Up & Management:** Led in structuring the corporate start-up components and development of Noor Real Estate Investments Inc. Including the establishment of policies, procedures, operational systems and drafting standard company documents to adhere to all laws and regulations of various governmental agencies.

**Property Management:** Property Manager for a 25,494 square foot Shopping Center anchored by the US Postal Service in Woodland California, a 20,025 square foot Shopping Center in Vallejo California and an Eight Unit Apartment Complex in San Francisco California.

**Financial Strategizing:** Participated in the refinance & loan maintenance of a national real estate portfolio of over 160 regional shopping centers; the financing of new acquisitions, developments, additions & structural rehabilitations for the 2<sup>nd</sup> largest regional shopping center REIT in the U.S.

**Commercial Appraisal:** Completion of over 150 commercial appraisals. Appraisal reports were full narrative reports for condemnation, estate acquisition and tax appeal purposes.

- Contract Negotiations, Drafting & Review
- Building Alliances & Maintaining Relations
- Government Regulation Application
- Revenue & Profit Growth
- Billing & Financial Management
- Analyzing the Value of Commercial Real Estate
- Corporate Start-Up & Management
- Policy & Procedure Development
- Budgets, Projections & Management
- Strategy & Vision Planning
- Sales & Marketing Leadership
- Portfolio Planning & Development

## Professional Experience

### **NOOR REAL ESTATE INVESTMENTS INC., San Francisco, CA**

#### President, Chief Financial Officer and Broker (2005 to Current)

- Co-Owner and Licensed Real Estate Broker, California since July 2003; providing a variety of commercial real estate services for a California Brokerage Firm that has achieved over \$110 million dollars in real estate transactions over the past year and a half.
- Led in structuring the corporate start-up components and development of Noor Real Estate Investments Inc. Including the establishment of policies, procedures, file management, operational systems and drafting standard company documents to adhere to all laws and regulations of various governmental agencies. Including governmental agencies such as: the Department of Real Estate, Offices of Banks and Real Estate, Regulations of the Real Estate Commissioner, as well as, adhering to National, State and Local Real Estate Law. Implemented computer software programs for day-to-day operations such as: Property Management, Contract & Disclosure Drafting for both commercial & residential properties and Real Estate Agent search databases. Led in the creation and implementation of all marketing materials, as well as, working with a web-designer in technical areas such as the functionality of the website. Set-up and maintaining all operational and service accounts for a real estate office to function, such as: insurance policies, bank accounts and sign installation and removal services.
- Maintain reasonable supervision over the activities of three sales agents by the sole establishment of policies, rules, procedures and systems to review, oversee, inspect and manage all transactions and functions that require a real estate license. Reasonable supervision includes: all documents which may have a material effect upon the rights or obligations of a party to the transaction, filing, storage and maintenance of such documents, handling of trust funds, advertising, familiarizing salespersons with the requirements of federal and state laws relating to the prohibition of discrimination and regular and consistent reports of licensed activities of salespersons.
- Property Manager for a 25,494 square foot Shopping Center anchored by the US Postal Service in Woodland California, a 20,025 square foot Shopping Center in Vallejo California and an Eight Unit Apartment Complex in San Francisco California.

### **PRUDENTIAL CALIFORNIA, Burlingame, CA**

#### Broker Associate and Director of Commercial Division (2003–2005)

- Main focus was to build and strengthen alliances in California, in addition to, build a client base and learn more about the California market, contracts and disclosures. Main goal was to gather experience and contacts within approximately one-two years of work experience with Prudential, then open a real estate office. Provided a variety of commercial real estate services including office and retail leasing and sales, tenant representation and residential leasing and sales.
- Director of Commercial Division: Facilitated the development of this department to increase commercial transactions. Made improvements to the Prudential commercial webpage, set up commercial resource tools and standard commercial contracts. Established point person for the department and a resource for other agents who were not experienced in commercial real estate transactions.

## Professional Experience (Continued)

### **GENERAL GROWTH PROPERTIES, INC., Chicago, IL**

#### Financial Analyst (2000 - 2001)

- Provided information, financial recommendations and conclusions on diversified problems and operations, in a real estate portfolio of over 160 national regional shopping centers. Responsibilities also included providing financial statement preparation, budgeting and forecasting.
- Participated in the refinance and loan maintenance of national real estate portfolio, of over 160 regional shopping centers, as well as, the financing of new acquisitions, new developments, additions and structural rehabilitations. Met with various potential lenders soliciting loan packages. Participated in comparing loan package bids for each mall, as well as, the portfolio as a whole. Worked directly with mall general managers, accounting, development, leasing and research departments. Additional responsibilities included: loan underwriting, budgeting and projecting financial results, sales & occupancy analysis, trade area analysis and competition analysis. Additional analyses included: development cost analysis (new centers, additions & structural rehabilitations), before and after construction analysis and researching leasing strategy.
- Participated in compiling data for market analysis, research projects and special projects in U.S. metropolitan areas. Assessed the performance of individual properties, in relation to their existing competitive environment and market conditions.
- Other responsibilities included: establishing letters of credit and maintaining various requirements.
- Established several new procedures to help expedite reporting processes and general operations. Reporting processes included: auditing process for rent rolls, creating a template for tenant sales report projections and restructuring the general finance package for potential lenders.

### **REAL ESTATE ANALYSIS CORPORATION, Chicago, IL**

#### Appraiser (1996 - 2000)

- Appraiser of commercial, industrial and special purpose real estate.
- Completion of over 150 appraisals. Appraisal reports were full narrative reports for condemnation, estate acquisition and tax appeal purposes. Experienced in data research gathering/tracking and evaluating economic and real estate market conditions in U.S. metropolitan areas.
- Appraised various types of real estate including industrial commercial and special purpose properties. Industrial properties included factories, warehouses and truck terminals. Commercial properties included office buildings, banks, restaurants and single-tenant and multi tenant commercial buildings.
- Participated in the development of an in-house computer software program designed to fully automate the appraisal process. Responsibilities included appraisals of several properties, which were then used as test data to troubleshoot the program.

## Education:

**DEPAUL UNIVERSITY (Chicago, Illinois)**

**Bachelor of Science in Commerce, Major: Finance – 1996**

Concentration Elective Study – Real Estate Finance & Analysis

## Other Qualifications:

### Real Estate Certification and Education Courses:

- Licensed Real Estate **Salesperson** (State of IL): 1998-2002
- Licensed Real Estate **Broker** (State of CA): July 2003-to current
- Illinois State Certified **Appraisal** Courses: APP II Fundamentals and APP IV Appraisal Methods.
- California State Certified **Sales Exam** Courses: Fundamentals of Real Estate Appraisal, Real Estate Practice, Real Estate Legal Aspects, Real Estate Finance, Accounting, Real Estate Economics, Advanced Real Estate Finance, Business Law, Investment Securities and Markets, Money and Banking, Money and Capital Markets. In addition to, Due Diligence and Disclosures, Protecting the Fee, Survey Course and Risk Management.

Professional Organizations: Member of the San Mateo County Association of Realtors, the California Association of Realtors and the National Association of Realtors.

Miscellaneous: Fluent in Greek including reading, writing and conversation.