

GRETCHEN MITCHLER

✉ mitchlerg@yahoo.com

☎ 571-437-2955

📍 McLean, VA 22102

TECHNICAL SKILLS

- Yardi Voyager, Nuvolo/ServiceNow
- CoStar, BrightMLS
- Oracle, Nexus, StrongRoom, C3
- Microsoft 365 Office Suite (Excel, Word, PowerPoint, SharePoint)
- GIS Mapping, Trimble
- Building Engines, BuildingLink
- DocuSign, ZipForms
- AI & Automation: ChatGPT, Microsoft Copilot; leveraged for legal drafting, lease abstraction, financial analysis support, and process efficiency

CERTIFICATIONS

- Certified Property Manager (CPM) - 2022
- Accredited Commercial Manager (ACoM) - 2020
- Accredited Residential Manager (ARM) - 2022
- Licensed Realtor, VA - Since 2010
- Notary Public, Virginia - Expires 2027

EDUCATION

George Mason University
Arlington, VA

Master of Science (M.S.): Real Estate Development

Accepted into the MRED program for fall 2026 semester

PROFESSIONAL SUMMARY

Strategic real estate and asset management professional with 15+ years of experience leading complex portfolios, transactions, and financial planning across public and private sectors. Proven track record managing \$100M+ in acquisitions and multi-million-dollar lease portfolios, driving cost optimization and aligning real estate strategy with organizational objectives. Recognized as a trusted advisor to leadership on portfolio strategy, space planning, and real estate decision-making.

PROFESSIONAL EXPERIENCE

Loudoun County Government - Dept. of Real Property Asset Management & Planning - Real Estate Specialist
Leesburg, VA • 04/2024 - Current

- Lead management of a county-wide real estate portfolio, including leasing, acquisitions, licensing, and strategic asset utilization
- Oversee all lease and license agreements for county-owned and leased properties, including public safety towers and infrastructure
- Direct end-to-end real estate transactions (~\$100M annually), performing full due diligence (financial, title, zoning, environmental)
- Develop and manage annual leasing budget and perform forecasting for long-term planning
- Serve as central real estate advisor to departments on leasing, acquisitions, and space planning
- Draft and negotiate complex lease and license agreements; coordinate with County Attorney
- Mentoring junior staff
- Prepare board items, staff reports, and executive presentations
- Review HOA/condo documents to ensure compliance and mitigate risk
- Drive cost savings through financial analysis of CAM, tax, and insurance reconciliations

Keller Williams Realty - Licensed Realtor
McLean, VA • 12/2010 - Current

- Negotiate purchase and lease agreements, ensuring compliance with real estate regulations
- Conduct market analysis to determine pricing strategies and support client decision-making
- Maintain long-term client relationships and drive repeat business through strong service delivery

Rental Properties Portfolio - Owner / Property Manager
McLean, VA • 11/2003 - Current

- Manage privately owned real estate portfolio generating approximately \$200K in annual revenue

George Mason University

Fairfax, VA • 05/2026

Bachelor of Science (B.S.): Business Management

May 2026

Northern Virginia Community College

Annandale, VA • 05/2024

Associate of Science (A.S.):

Business Administration

May 2024

- Conduct financial analysis, pricing strategy, and operational oversight of residential properties
- Ensure compliance with fair housing laws and regulatory requirements

Loudoun County Government - Department of General Services - Property Portfolio Administrator

Leesburg, VA • 04/2022 - 04/2024

- Controlled lease administration and property management activities for 220+ properties across a diverse public-sector portfolio
- Achieved \$500K+ annual cost savings through process improvements
- Improved lease tracking, compliance, and workflow processes to improve operational efficiency
- Supported procurement and contract processes including RFPs, IFBs, and vendor agreements
- Strengthened internal stakeholder relationships, improving service delivery and tenant satisfaction
- Managed three direct report staff including multiple contractors

Cushman & Wakefield U.S., Inc. - Property Manager / Assistant Property Manager - Commercial Portfolio

McLean & Arlington, VA • 02/2019 - 04/2022

- Managed financial and operational performance of multi-building commercial portfolio with \$2M+ budgets
- Delivered monthly financial reporting, variance analysis, accruals, and reclasses to support asset-level decision-making
- Maintained budget variance within 3%, demonstrating strong financial control and forecasting accuracy
- Oversaw vendor contracts, capital improvements, and operational initiatives to enhance asset value
- Administered lease documentation including abstractions, compliance tracking, and tenant billing

Community Management Corporation (CMC) - Assistant Community Manager

McLean, VA • 08/2018 - 02/2019

- Managed daily operations of residential property including staff, vendors, and contractor coordination
- Supported board governance, compliance, and enforcement of policies and bylaws
- Coordinated resident communications, board meetings, and operational reporting

MAK Direct, Inc. - President / Consultant

McLean, VA • 01/2003 - 08/2018

- Led strategic marketing consulting initiatives, managing teams and client engagements
- Developed and executed business strategies aligned with client growth objectives

WEBSITES, PORTFOLIOS, PROFILES

- [linkedin.com/in/Gretchen-m-0a9824146](https://www.linkedin.com/in/Gretchen-m-0a9824146)

AFFILIATIONS

- National Association of Realtors (NAR)
- Northern Virginia Association of Realtors (NVAR)
- Institute of Real Estate Management (IREM)
- BrightMLS / MRIS