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BAC-9654

Contact Information

Contact Name	Wendi Malone	Home Address	
Preferred Phone		Home City	Denver
Preferred Email		Home State	CO
Other Phone		Home Zip	80218
Other Email		County	United States
DOB	8/15/1981	Hispanic or Latino origin or Descent?	No
Gender	Female	Race/Ethnicity	Caucasian
Other Gender		Other Ethnicity	
Title		Salutation	
		Pronouns	She / Her

Application

Status	In Progress	Council Resolution Number	
Notes			

Board Information

Board Name	Downtown Denver Business Improvement District	Original Start Date	
		End Date	
		Other boards or commissions served	

Work Information

Employer		Work Address	
Position		Work City	
Business Phone #		Work State	
Work Email		Work Zip	

Additional Information

Are you a registered voter?		Objection to appointment?	No
If so, what county?		Special Information	
Denver City Council District No	10	Registered Lobbyist	No
Conflict of Interest Explanation		Conflict of Interest	No

Education and General Qualifications

Name of High School	Name of Graduate School
Location of High School	Location of Graduate School
# of Years Attended High school	# of Years Attended Graduate School
Did you Graduate High School	Did you Graduate
Yes	Graduate Major
Name of College	
Location of College	
# of Years Attended College	
Did you Graduate College	
Undergrad Major	

Reference Details

Reference Name #1	Reference Email #1
Reference Phone #1	Reference Address #1
Reference Name #2	Reference Email #2
Reference Phone #2	Reference Address #2
Reference Name #3	Reference Email #3
Reference Phone #3	Reference Address #3

Agree to a background check ☒

Owner Esther Lee Leach

Created By Denver Integration, 11/4/2024, 10:56 AM Last

Modified By

Notes & Attachments

Wendi Malone Bio.docx

Type	Attachment
Last Modified	Denver Integration
Description	View file

Wendi Malone CV.docx

Type	Attachment
Last Modified	Denver Integration
Description	View file

Applicants History

1/7/2025, 1:37 PM

User	Munique Moore
Action	Changed Status from New to In Progress.

11/4/2024, 10:56 AM

User	Denver Integration
Action	Created.

WENDI MALONE

OBJECTIVE

Dynamic, energetic, and results-oriented professional with extensive experience managing all aspects of commercial properties in diverse business markets. A process-oriented leader whose ability to consistently streamline operations has resulted in significant cost savings, increased productivity and business capacity, and strong gains in profitability. Resolute leader, mentor, and coordinator with track record of steering improvement projects, building and guiding top-performing teams, and optimizing internal operations. Talent for cultivating and supporting tenant relationships, leading to high occupancy rates, minimal turnover, and renewal of long-term leases with experience in the United States, Pan-Europe, and the Asian Pacific.

SKILLS PROFILE

- Contract & Lease Negotiations
- Vendor Service Management
- Business Development / ROI
- Market Research & Analysis
- Budget Development & Forecasting
- Safety & Building Code Compliance
- Process & Standards Improvements
- Team Leadership & Training
- Proficient with Microsoft Office, MRI, and Yardi software applications

EMPLOYMENT HISTORY

Hines Senior Property Manager	2/1/2023 — current
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Denver, Colorado

Provide support to teams in an advisory role on all aspects of the administration & property management related matters including: Administrative operations to ensure financial & operational performance of properties in adherence to approved annual plan & ownership goals, administration of lease agreements by enforcing obligations & procuring rights included in contract clauses, reporting required by ownership to assist in relation to the property, coordinate & provide training for the preparation of property budgets, assist in the implementation of information systems as required by the company, coordinate Hines proprietary Property Management training programs implementation, respond to questions related to such programs by enrolled Hines employees, identify qualified vendors within all markets in the region, identify differences among different market practices in the region, compare to corporate model & modify as required for local implementation, understand the different approach to real estate concepts in every market within the region including without limitation: rentable area, common area, add on factor, floor efficiency, vertical penetration, rent indexation, recoverable expenses, expense grossup, escalation & pro-rata share, understand critical code aspects on every market in the region to ensure Hines operations compliance on each of these markets, collect information from all markets to create benchmarks & metrics as related to Property Management, record & collect statistics related to the building operation & respond to information requests for the central office, & perform property inspections on a regular basis to ensure compliance with company standards.

Hines Senior Property Manager – Support Staff Asian Pacific Region	1/1/2022 — 6/1/2023
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Queenstown, New Zealand & Melbourne, Australia

Provided support in an advisory role for APAC Management Services in Australia, China, Hong Kong, Japan, New Zealand, South Korea, Singapore, & Vietnam in office, industrial, residential, & mixed-use assets.

Assisted with the cultivation of APAC based training programs, design of a Tenant Work Order / Reactive system, mapping and analysis of current generated and potential future fees, co-creation of operational and design standards, operational risk assessment benchmarking via utilization of US best practices, assistance with APAC annual planning, assisted with standardization of PMA, SLR, and SLS within APAC, and customer satisfaction benchmarking program.

Served as a core member on the APAC ESG League and member of the Reconciliation Action Plan Committee.

Certified Green Star Associate.

Hines Program Leader European Management Services and Operations	11/1/2019 — 12/31/2021
<i>Luxembourg</i> <p>Served as Program Leader for European Management Services & Operations (EMSO), assisting with the cultivation of Pan-European based training programs, examination and development of prior and upcoming Tenant Satisfaction Survey (TSS), implementation of a Tenant Work Order / Reactive system, mapping and analysis of current generated and potential future fees, co-creation of operational and design standards, operational risk assessment benchmarking via utilization of US best practices, development of Emergency Reaction Plan Guide for all European assets, assistance with EMSO annual planning, assisted with standardization of PMA, SLR, and SLS within Pan-EU, and customer satisfaction benchmarking program. Additionally served on the European Operational Risk Committee (EORC) as a Subject Matter Expert and European Proptech Engagement Team (EPET) as a Leader.</p>	
Hines Property Manager 1999 Broadway & 5775 DTC Boulevard	3/12/2016 — 11/1/2019
<i>Denver, Colorado</i> <p>Provided comprehensive property management services for 750k square foot commercial high-rise and 125k square foot commercial low-rise. Developed reports, administered budgets, allocated resources, and ensured operational compliance with industry and corporate standards. Guided property improvement projects, partnering with contractors, building owners, and stakeholders to secure on-time deliverables. Held bottom-line responsibility for end-to-end property management functions, including tenant relations, facility security / maintenance, and oversight of contracted services. Maintained proactive focus on sustaining occupancy levels. Interfaced internally and externally with legal and finance departments as well as third-party vendors. Mentored and coached assistant property manager and management team.</p>	
Transwestern – 1999 Broadway Administrative Assistant & Assistant Property Manager	4/9/2009 — 3/12/2016
<i>Denver, Colorado</i> <p>Assisted with improving wide range of property management functions, to include primary focus on interfacing with existing and prospective tenants and delivering top-flight client service. Prepared lease abstracts and service agreements, ensuring accuracy and completion. Performed office administration and accounting functions, including balancing accounts, collecting, and recording rental payments, and data management. Communicated with property managers, company leaders, and customers.</p>	
Causey Demgen & Moore, Inc. Executive Assistant	11/1/2005 — 2/1/2009
<i>Denver, Colorado</i>	
US Navy Electronics Technician	7/13/1999 — 10/12/2005
<i>Various Locations</i>	
PROFESSIONAL AFFILIATIONS	
<ul style="list-style-type: none"> - New Benefit / Communication Committee, Denver 2030 District, Denver – 2014 – 2016 - Education Board, BOMA (Building Owners and Managers Association) Denver, Denver – 2017 - Co-Chair, Emerging Professionals Board, BOMA Denver, Denver – 2017 – 2019 - Workforce Development Committee, BOMA, Denver – 2023 - current 	
EDUCATION	
Bachelor of Science in International Business Virginia Intermont College, Bristol, Virginia 2009	
REFERENCES	
<ul style="list-style-type: none"> - References and reference letters available upon request. 	