

Joseph F. Leone

76 Wedge Lane • Reading PA 19607 • 610-470-0170

PROFESSIONAL ACCOMPLISHMENTS

2007 to Present Associate Broker

**KW Commercial, Limerick, PA
Keller Williams Realty Group, Limerick, PA**

- Commercial & Residential Real Estate Practice
- Serving Berks, Montgomery, Bucks, Chester, Delaware and Schuylkill Counties

2002 –2007 Independent Real Estate Broker

Storage Deluxe Inc, New York, NY

- Selected sites based on defined criteria to fit up/construct mini storage warehouses within the 5 boroughs of NYC.
- Created tools to reduce time to locate and analyze potential sites
- Developed “prospecting” methodology to identify willing sellers
- Work with multiple brokers and directly with potential sellers
- Trained and developed skills of other site selectors.
- Evaluate lease vs. purchase alternatives

1999- 2002 Vice President, Shop Development

AutoBody America, Inc, Richmond, VA

- Identified sites based on pre-defined attributes, negotiate contract terms and conditions, arranged settlement to coincide with construction schedule
- Coordinated with senior management, architects and civil engineers to prepare construction documents for bid.
- Value engineered projects to reduce overall costs
- Managed due diligence process including site testing, municipal approvals, zoning and permits
- Selected general contractor and managed construction process
- Installed company supplied equipment, transition turnover of building for on time/on budget store opening

1994-1999 Manager, Business Administration/Facilities Management

Sterling Commerce – CID, Wayne, PA

- Responsible for Computer Operations and Telecommunications Departments in a 200 employee division
- Managed 40,000 sq. ft office facility
- Developed accounting procedures for billing, accounts receivable collection and preparation of end of month journal entries
- Negotiated and administered vendor contracts with largest suppliers

**1985–1994 Vice President, Computer Operations
Premier Systems, Inc., Wayne, PA**

- Managed 40 employee computer operations and telecommunications department
- Designed, implemented and managed national and international telecommunication networks
- Designed and constructed three large computer facilities
- Project Manager for construction of 80,000 Sq. Ft. company headquarters
- Planned and executed four data center relocations throughout the United States
- Assisted with sales of company products and services by formulating the physical configurations for prospective customers and prepared presentations to describe features, expected benefits and costs

**1978-1985 Vice President, Data Processing Operations
SEI Corporation, Wayne, PA**

- Managed data center, distribution and printing department, technical support and computer facilities in a multi location environment
- Supervised over 200 person staff in multiple departments and locations
- Instituted 24 X 7 technical support operation for remote client in North America
- Constructed two large data centers
- Planned and implemented several data center relocations and expansions.

EDUCATION

Master of Business Administration – Finance
Pace University Graduate School, New York, NY

Bachelor of Arts – Economics
Queens College, Flushing, NY

PROFESSIONAL LICENSES

Pennsylvania Real Estate Associate Broker License
New York State Real Estate Broker License
North Carolina Real Estate Broker License