

Application Form

Profile

Karen _____ L _____ Heintz _____
First Name Middle Initial Last Name

Email Address

Primary Phone

Alternate Phone

Home Address

City

State

Postal Code

What Supervisory District do you live in? *

District 5 Supervisor Lynda Hopkins

Which Boards would you like to apply for?

Sonoma Mendocino Economic Development District: Submitted

Please describe your relevant experience/expertise that you believe would make you a valuable member of this body.

I possess over 30 years of experience in business and operations management, primarily in corporate real estate, construction, facilities and operations. In addition, our family has owned a vineyard in Sebastopol since 1912 and has a long history in Sonoma County. Generations of Heintz's attended local schools and contributed to the local economy. I am interested in building a strong and resilient Sonoma County while also ensuring it retains its small town charm.

Interests & Experiences

Question applies to multiple boards

What interests you most about this agency? What skills or experience would you bring to best support the work of this agency?

I am interested in this agency so I can become an active participant in building a better, stronger and more resilient community. My experience in working in tech juxtaposed to running a small family-owned family business gives me a unique perspective and understanding of community needs and issues. Note: Upload failed several times. Unable to upload my resume. Please provide an email address so I can send over my resume. Thank you!


Upload a Resume

Please Agree with the Following Statement

You agree that the following information provided above is truthful.

I Agree

Demographics

Gender

Female

Ethnicity (optional)

WHITE, NOT OF HISPANIC ORIGIN

Occupation

Sr. Manager

Highest Level of Education. Select one of the following *

Other

Primary Language

English

Experience

Karen L Heintz

Please list two local references below. Please provide their phone number and email address below.

Community Service Experience

See resume.

Education

See resume. On-going student at Santa Rosa JC!

Employment

Not on resume: Co-owner Heintz Vineyard and Winery Assist with marketing and design, operations and day to day business activities. Plan and manage events.

Commitment

QUALIFICATIONS SUMMARY

I have over 20 years of experience in Real Estate. I've held senior management roles as a landlord, occupier, and advisor. My expertise in real estate spans strategy and planning, research, analysis and site selection, lease negotiations, transaction management through lease administration, compliance and financial reporting and portfolio management.

AREAS OF EXPERTISE

- Driving operational excellence
- Strategy development and execution
- Site selection through transactions
- Lease Administration
- Portfolio Management
- Budgeting, Modeling and Forecasting
- Risk Mitigation and Compliance
- Process Improvements
- Contract negotiations and management
- Research and data analysis

RECENT EXPERIENCE

Global Real Estate Strategy, Transactions and Facility Operations

San Francisco, CA

Dolby Laboratories / August 2021- Present

- Lead global location strategy while ensuring alignment with business initiatives and corporate goals.
- Lead financial modeling, site selection, LOI's and lease negotiations. Manage RE brokers and coordinate transactions with legal, tax, and risk teams. Coordinate with Finance on restructuring activities, forecasting, ARO's, and TIA's. Work closely with tax on real property tax reassessments and appraisals.
- Lead global lease administration team, manage Audit and ASC842 compliance.
- Streamline processes, tools, and technology; implement lease management and accounting system (Visual Lease).
- Lead construction projects from development, planning, design through construction.
- Lead EHS, Facilities and Security operations and teams.

Managing Director, West Division

Managing Director, Northwest Region

Director, San Francisco Bay Area

Sr. Manager – San Francisco

CBRE/ Dec 2015 to August 2021

- Document scopes of work, write proposals and RFP's, negotiate, and manage contracts.
- Lead and manage revenue generating business unit within a commercial real estate firm.
- Monitor market conditions; implement best practices, emerging technology, and tools.
- Oversee the full cycle of projects from programming, design, permitting, construction.
- PMO for 30-40 client projects a year
- Manage stakeholders, monitor objectives, priorities, and risks.
- Hire, terminate, lead, and mentor staff from administrators to Director level.
- Develop budgets, manage P&L, forecasting, reporting and metrics, OKR's and KPI's
- Document scopes of work, write proposals and RFP's, negotiate, and manage contracts.
- Develop and update playbooks; develop and train staff.
- Develop and maintain cross functional relationships across geographies and business groups.
Develop, grow, and manage client relationships.

Vice President, Global Projects & Real Estate

San Jose, CA

FaciliCorp/ Oct 2005 to Aug 2015

- Lead and manage day-to-day operations for 50-person consulting firm.
- PMO for 50-60 client projects per year of varying size and scope.
- Support clients with real estate strategy, site selection, lease review and negotiation, work letters, scope and budget development, capital planning, merger, and divestiture planning.
- Lead and/or provide oversight of small to multi-million-dollar capital improvement projects including programming, planning design, permitting, construction through occupancy.
- Identify technology and tools to improve efficiency for clients, support implementation of new systems and processes.
- Develop business strategies to achieve growth targets.
- Plan and manage resource demands including hiring and training, staff reductions.
- Document scopes of work, write proposals, RFP's, prepare, negotiate, and manage contracts.
- Create playbooks and process documentation and templates.
- Collaborate with team and clients proactively to resolve issues and mitigate risk.

Division Manager, Support Services

Santa Clara, CA

City of Santa Clara / Oct 2003 to Oct 2005

- Owners' rep for \$51M new 88,000 square foot ground-up, state of the art, Library facility while managing on-going operations for additional City buildings.
- Manage construction activities between end users, Public Works, Fire, Police, General Contractor, consultants, and vendors.
- Manage procurement and installation of new furniture, fixtures, and equipment. Plan and manage the physical relocation to the new facility.
- Create detailed project schedules, budgets, scopes of work and manage the RFP process. Track warranties and closeout construction punch list.
- Post-occupancy: ensure public and employee safety, manage building and information technology operations, office services, food service, security, book sorting systems, community spaces, Technology training center and back-office operations.
- Primary operator of computerized building management systems for mechanical, electrical, security, and daylighting control systems.
- Develop and manage operating budget.
- Negotiate, and manage contracts for outsourced service providers.
- Develop procedures, processes and provide training to City personnel.
- Establish and maintain relationships with Police, Fire, Street, Parks and Communications, Public Works departments. Lead safety committee and coordinate fire drills and safety inspections. Provided on-call response to emergencies as needed.
- Perform property and building inspections to ensure operational efficiency.

Prior Experience:

Vice President, Global Projects & Real Estate

FaciliCorp / Nov 1997 to Oct 2003

Same as above job description for FaciliCorp

Global Facilities & Real Estate

Rational Software - IBM / April 1996 to Nov 1997

Responsible for Real Estate. Construction and Facilities for over 30 locations globally

Recent Training, Education and Certifications:

CoreNet—"MCR" Master of Corporate Real Estate Designation, ESG certification and Member

Project Management Institute—"PMP" Project Management Professional Designation

Department of Real Estate—

FAA UAS Pilots License— Commercial Pilot for Unmanned Air Systems Pilot (Drones)

Sonoma State University— Data Analytics Certificate

Santa Rosa Junior College— Drone Studies, Accounting, Finance and Real Estate

CONSULTING RELATED CLIENT EXPERIENCE BY INDUSTRY

Commercial	Retail	Industrial
Multi-Tenant office parks	Multi-Tenant Retail Center	Keysight
eBay	Bridge Bank	
AOL	Krave (Hershey)	
Keysight	Gap	Public Sector
HP	Manpower	City of Santa Clara
Intuit		
Clorox		
Broadcom	Manufacturing	Life Sciences/Medical
PayPal	Keysight	Gilead
JP Morgan	Agilent	UCSF
Sephora		Neotrack
Cisco		Miltenyi Biotech
GE		Johnson and Johnson
McKesson	Law Firms	Jazz Pharma
Marvell	Moss Adams	Cooper Vision
IBM	Fenwick and West	Abbott Labs
Clumobile		Netskope
Ford		
Yahoo		
Visa		
Sift		
Bloom Energy		
LoudCloud		
Benefit Cosmetics		