

# CORNELIA DOWNING MANFRE CCIM

First Coast Sotheby's International Realty  
4440 N. Ocean Shore Blvd.  
Palm Coast, FL 32137

## **EXPERIENCE**

### **FIRST COAST SOTHEBY'S INTERNATIONAL REALTY** 7/2019-Present

#### **Broker Associate**

Affiliated with First Coast Sotheby's newest office in Flagler County, FL, focused on luxury sales and commercial sales and leasing, internet marketing, real estate services to corporate, small business owners, and residential buyers and sellers. Sales and leasing offered to commercial owners focusing on fulfilling needs based approach to the Flagler County market. Offering state wide corporate realty services to assist in the organization of a firm portfolio including return analysis.

### **Florida Real Estate Broker** 1/2000-Present

Affiliated with major brand firms during tenure in Florida. Opened and managed commercial real estate offices for Prudential Commercial Real Estate and Coldwell Banker Commercial. Hired and trained associates in developing real estate brokerage business. Closed on major land acquisitions for national retail developers for shopping center development and land subdivision of Development of Regional Impact in Flagler County, FL.

### **DUNKIN' DONUTS/BASKIN ROBBINS, INC.** 5/1997-12/1998

#### **General Manager**

Oversaw the development of three Dunkin' Donuts/Baskin Robbins shops located in Farmingdale, Hauppauge and Bay Shore, New York for a Long Island franchisee group. Conducted site selection, negotiated terms with landlords and attorneys, coordinated the architectural layouts, supervised during all phases of construction through to the shop openings. Liaison for franchisee with the franchisor companies and directed managers in the implementation of all marketing strategies.

### **Development Manager** 5/1994-1/1997

Responsible for the development of Dunkin' Donuts/Baskin Robbins units for Nassau and Suffolk counties, Long Island, New York for corporate Dunkin' Donuts/Baskin Robbins. Counseled franchisees on all phases of development, encouraged multi-unit growth, researched demographics and competition, provided site approval for both brands. Negotiated terms for distribution to petroleum companies, hospitals, train stations and grocery stores.

**UNITED ARTISTS THEATRE CIRCUIT, INC.**

2/1988-4/1993

**Director of Real Estate**

Responsible for the management of real estate assets for the northeastern U.S. for the United Artists Theater Circuit, Inc. Oversaw the disposition of \$40 million of company owned properties: negotiated contracts, coordinated fulfillment of all terms and conditions through closing. Researched and developed new site selection for theater locations. Managed fee properties and administered leases for 100 tenants.

**CITIBANK, N.A.**

5/1985-2/1988

**Real Estate Manager**

Managed real estate for the Northeast Region of metropolitan New York. Formulated leasing requirements, evaluated market conditions, and maintained control of the regional real estate. Negotiated cost-effective lease terms and coordinated landlord and bank constructions. Representative to Regional and Area Vice-Presidents, branch managers, landlords, brokers, attorneys and architects. Managed a tenant portfolio of 110 tenants throughout the New York City region.

**AMERICAN EXPRESS COMPANY**

12/1982-5/1985

**Senior Real Estate Analyst**

Researched and analyzed real estate requirements for Corporate management and A.E. subsidiaries. Evaluated market conditions, conducted site selection for national and international commercial/retail locations, negotiated lease terms to satisfy user requirements and anticipated growth. Management of projects in northeastern U.S. and Canada.

**NEW YORK LIFE INSURANCE COMPANY**

1/1980-12/1982

**Senior Loan Underwriter**

Analyzed, coordinated and presented mortgage investment proposals to Executive Real Estate Committee. Monitored loan commitments in excess of \$200 million. Developed strategies for modifying mortgages for borrowers in bankruptcy. Monitored over 250 loans on commercial, residential and farm properties located in mid-eastern and south central states.

**EDUCATION****NEW YORK UNIVERSITY** - Real Estate Institute**FORDHAM UNIVERSITY** - Bachelor of Arts, 1979**L'INSTITUT D'ETUDES EUROPENNES AND SORBONNE** - Paris, 1978**PROFESSIONAL ORGANIZATIONS**

Certified Commercial Investment Member - CCIM Institute, Chicago, IL

Licensed Florida Real Estate Broker

Member - International Council of Shopping Centers

Member - Flagler County Chamber of Commerce

Member - Flagler County Board of Realtors

Past Board Member - Kindervision Committee Northeast Florida

Past Board Member - Family Life Center of Flagler County

Past Chair - Commercial Alliance - Flagler County Association of Realtors

Past Chair - Flagler Palm Coast High School - School Advisory Committee