

JAKE ZIMMERMAN

PROPERTY MANAGEMENT · LEASING · OPERATIONS

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🏠 Mill Valley, CA 94941

PROFILE STATEMENT

Operations and client-relations professional with 8+ years managing budgets, vendors, contracts and high-profile clients. Experience coordinating short-term commercial bookings at a Los Angeles production facility. Completing a California real estate salesperson license, with the Property Management course finished, while shadowing Compass agents in Marin. Known for running complex sites on schedule and keeping owners, tenants and partners informed.

SOCIAL

 **LinkedIn**
/JakeZimmerman

 **Website**
jakezimmerman.com

LICENSING

CA Real Estate Salesperson License

In progress (~80%) · Allied Real Estate Schools

- Property Management course completed
- Shadowing Compass agents in Marin County: showings, listings, client meetings

SKILLS

- Leasing coordination
- Tenant relations
- Move-in / move-out
- Contractor & vendor coordination
- Site operations
- Budgeting & forecasting
- Contract negotiation
- Owner & ROI reporting
- Repairs, renovation & finish work
- CRM (Salesforce, HubSpot)
- MS Office & Google Workspace
- Learning AppFolio / Yardi

EDUCATION

B.A., Environmental Science
University of Colorado Boulder

- Business, marketing & communications coursework, Leeds School of Business

WORK EXPERIENCE

Commercial Space Booking Assistant

ZDI, Inc. | Jan 2026 – Apr 2026 | Los Angeles, CA

- Coordinated short-term commercial leases and bookings at 330 S. Alameda St., a ~31,500 sq ft motion-capture and production facility in the Arts District serving film, music and arts clients
- Served as point of contact for high-profile tenants and their teams: scheduling, move-in/move-out, access and building rules
- Worked with ownership and on-site staff to keep the space booked, prepared and in good condition between users

Executive Director

Unfound Music, Inc. | 2022 – Present | San Francisco, CA

A nonprofit music label helping independent artists grow through funding, marketing and ownership.

- Manage a **\$100K** annual operating budget, fundraising and financial reporting to stakeholders
- Negotiate and manage contracts with partners and vendors, including **Live Nation, Rolling Loud** and **Red Rocks Amphitheatre**
- Track relationships, deadlines and follow-ups in a CRM; produce showcases and festivals from booking through close-out

Account Executive

Feyline Presents | 2017 – 2022 | Denver, CO

- Ran on-site operations for venues hosting **5,000+** attendees: vendors, staffing, safety and guest issues
- Negotiated contracts and managed budgets over **\$50K** with ROI reporting to ownership
- Handled client, sponsor and promoter relationships for national tours and festivals

Executive Assistant

Fenzi Media Group | 2016 – 2017 | Belvedere, CA

- Managed client accounts, proposals and media buys (including **The New York Times**) for a Marin-based firm
- Supported campaigns that increased client revenue **20%**

Marketing & Event Assistant

CU Boulder Athletics | 2014 – 2016 | Boulder, CO

- Supervised a **35-person** team across 50+ Division I game days a year
- Wrote a **\$100K** grant proposal that funded facility equipment at the Coors Events Center

Home Renovation Projects

Personal projects

- Hands-on construction, repairs and finish work on family home projects
- Coordinated contractors, scheduling and scope on a recent full family-home remodel