



PERSONAL PROFILE

Meredith A. Kern

As a Partner of Portfolio Solutions Group, Meredith's responsibilities include business development, project management and operations. Since joining PSG in September of 1999, she has successfully implemented cost-effective abstracting, software implementation and processing solutions involving almost 10,000 leases and 8 different database software products.

In 2000, Meredith managed a 400-lease and property abstracting project, for a national restaurant chain and multiple projects for a 2,500 location National Department Store. For both projects, Meredith developed custom work tools, assisted in the mapping of the client's data from multiple Excel workbooks and ensured client satisfaction with results. Her experience has also included beta-testing new versions of software features in order to help the software companies maximize the utility of those new features.

Throughout her career, Meredith has managed project teams responsible for abstracting and auditing leases for many national corporate and retail clients. She has supervised the monthly billing and collection of rents, rent roll reconciliation's, resolved lease issues for retail shopping centers, coordinated lease file and imaging systems, provided extensive lease abstracting and custom report writing through Crystal Reports, Lotus Notes and Excel.

Prior to joining Portfolio Solutions Group in 1999, Meredith was with a third party property management company where she supervised projects, managed Landlord based lease administration and facilitated monthly reporting.

Meredith graduated from Denison University in Ohio with a B.A in Communications and English Literature.