



### Diane Tooman

Business Operations Manager  
Brokerage

NAI Mid-Michigan

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### Scope of Responsibilities

Through her broad commercial real estate knowledge, Diane Tooman provides a strategic leadership link in support of business development, client services and the operational day-to-day brokerage and marketing activities of the firm. Focused on standards of excellence and technology solutions, Diane drives operations, training and education for the sales and marketing professionals. Her experience covers all service lines: office, retail, industrial, multi-family, corporate services, property management and lease administration.

With extensive contract experience including purchase agreements and lease agreements, Diane reviews 50+ sale closing files annually, pre-closing, for compliance review and works alongside of numerous title companies in all major Michigan markets. In addition, Diane leads the marketing department, driving content and strategy for new business development and all property marketing activities for our listing clients.

### Education

Western Michigan University, Kalamazoo, MI  
Bachelor of Arts

### Background & Experience

As part of a corporate services team, Diane assisted with multi-market corporate client services including property assemblage and new business pursuit strategies including proposals and presentations. Formerly a senior-level property manager, her experience additionally includes institutional client planning and reporting, lease negotiation, lease drafting, lease abstracting and tracking, transaction management, and property management for office, retail and warehouse properties.

Diane started her commercial real estate career in the mid-90's in both occupier-based facilities management and investor-based property management.

### Professional Affiliations

- MAR: Michigan Association of REALTORS®
- NAR: National Association of REALTORS®
- CBOR: Commercial Board of REALTORS®
- Former IREM member