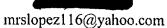
Jaclynne Lopez Milwaukee, WI 53209



Objective: ACT BID Board Member

Summary of Qualifications

- Experienced in diagnosing, evaluating, and implementing business solutions for value-driven results
- Proven skill in developing relationships with customers and other community entities
- Disciplined business professional with vision and drive to succeed

Significant Business Experience

- Prepared, analyzed, and reconciled monthly bank and financial statements
- Conducted SWOT Analysis, analyzed statistical data, developed and implemented Rent Special strategy to attract prospective tenants resulting in up to 17% annual increase in occupancy rate
- Reviewed financial statements, and outlined areas for cost cutting strategies, resulted in up to a 5% decrease in monthly operating expenses
- Manages monthly and annual budget for HJR Investors, Inc.
- Perform physical inspections of the property and verify condition of vacant apartments. Coordinate with maintenance and make-ready staff to ensure timely recondition of apartments after move-out.
- Formulated and incorporated HJR Investors' mission and corporate vision into the organization's objectives and strategies
- Designed and implemented Rewards Program to retain customers
- On-site experience as a property manager at various locations

Education

- M. A. in Adult Education (Organizational Development & Instructional Design focus), Alverno College, Milwaukee, WI (Expected Graduation December 2014)
- M. S. M. (Leadership focus), (3.6 GPA), Cardinal Stritch University, Milwaukee, WI (2008)
- M. B. A. (Entrepreneurship focus), (3.3 GPA), Cardinal Stritch University, Milwaukee WI (2006)
- B. A. (International Business Management, support in Spanish), Alverno College, Milwaukee WI (2003)

Community Service

- BID Board President Atkinson Capitol Teutonia (ACT) BID #29, (2010 Present)
- Board Member Atkinson Capitol Teutonia (ACT) BID #29, (2008 Present)
- Safety Committee Chair, Uniting Garden Homes Inc., (2007 to 2010)
- Member, Uniting Garden Homes Inc., (2005 to Present)

Awards/Recognition

2009 WJMR Jammin' 98.3FM "Milwaukee Black History Makers"

2008 Who's Who Among Students in American Universities and Colleges

Work History

1999 to Present Executive Secretary/Board Member, HJR Investors, Inc., Milwaukee, WI

2007 to Present V. P. of Operations, HJR Investors, Inc., Milwaukee, WI 1999 to 2007 Office Manager, HJR Investors, Inc. Milwaukee, WI

Associations

National Black MBA Association - Milwaukee Chapter, Current Member

address 5019 WADKINS Milw. WT. 33200