

Jaclyne Lopez
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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

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