

Montavius Jones

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Milwaukee, WI 53202

(414) 315-5759
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EDUCATION

Marquette University, Milwaukee, WI
Bachelor of Science in Business Administration
Area of Focus: *Commercial Real Estate*

December 2015

Technical Training: ARGUS, proforma generation, Xceligent, CoStar, Appfolio, RFP, valuation

EXPERIENCE

Department of City Development, Milwaukee, WI
Economic Development Specialist

April 2016

- Develop and implement strategies to attract businesses, customers, and residents to commercial corridors
- Ensure all business improvement districts in the City are compliant with WI State statute
- Review and process grant applications for commercial property owners totaling over \$1M each year

Milwaukee Downtown, BID #21

June 2014-August 2015

Economic Development Intern

- Assembled a list of 30+ national site selectors and researched their background information to begin building the framework for a site selector program for downtown Milwaukee
- Updated the milwaukeedowntown.com business directory with over 100 downtown business profiles including photos and business details
- Actively keep our investment map updated with investment data and values in downtown Milwaukee for marketing and recruiting purposes

Cushman-Wakefield: The Boerke Company, Milwaukee, WI

September 2013-May 2014

Brokerage Intern

- Created marketing materials for office, industrial and retail sale or lease listings
- Posted property listing info on real estate websites in order to increase their exposure
- Researched property info including demographics, zoning, ownership, taxes, assessment, traffic counts, and aerial mapping
- Collected sales and lease comps for office, industrial and retail properties in order to prepare quarterly reports

Community Preservation & Development Corp., Washington, D.C

September-December 2012

Real Estate Development Intern

- Researched area rent rates for nine properties for comparisons in order to make informed purchase decisions
- Prepared spreadsheets for resident data such as income, age, and family size to assist in determining renovation details

Guaranty Bank, Brown Deer, WI

June-August 2012

Community Reinvestment Intern

- Tracked Guaranty's donation funds to prepare for OCC regulatory assessment
- Made initial contact with seven states' housing departments to connect Guaranty with their Hardest Hit Funds initiative which helped prevent foreclosures
- Maintained Guaranty's Community Connections website which served as an informational site for employees to get involved in the community and see how we have impacted the community

ACTIVITIES

KK Ave. BID #44, Visioning Committee Member

April 2105-Present

Path to Platinum, Work Group

August 2016-Present

