

LEGISTAR

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EXPERIENCE

5/1/2017 TO CURRENT Interstate Parking Company Milwaukee, WI

FINANCIAL ANALYST

- Serving as team leader on all acquisitions, responsible for managing internal team on all facets of due diligence
- Assist in creating both debt and equity plans for each acquisition and a target list of lenders and JV partners based on the business plan
- Responsible for creating and administering financial KPI's for client portfolios, directing the re-forecast financial planning throughout the year, and assisting on analyzing both debt and equity for new and existing opportunities
- Focused on managing the annual budget process, the underwriting of new acquisitions, lease, and development opportunities, along with the analysis of existing portfolio assets

4/21/2015 TO 4/21/2017 Federal Home Loan Bank of Chicago Chicago, IL

ANALYST

- Underwrote over \$50 million in multifamily real estate transactions
- Assisted in the drafting of the 2015 and 2016 AHP applicant reviewers guide along with external & internal documents that support the competitive Affordable Housing Program
- Prepared detailed analysis of properties by compiling financial data into proprietary models, assessing operating budgets and financial statements, tenant income, leases, taxes, and insurance for evaluation by senior management
- Assisted with business strategies and the future direction of the Community Investment department
- Coordinated financial and legal due diligence processes working with both internal management, legal teams, and awarded projects

5/1/2014 TO 4/21/2015 Vanguard Group LLC Milwaukee, WI

PROJECT COORDINATOR

- Sourced \$100 million in development opportunities and strategic community partners
- Underwrote, structured, packaged, and presented project recommendations for approval to executive committee
- Compiled project data to demonstrate economic impact of development activities using Implan software, resulting in \$850,000 housing tax credits
- Performed asset manager duties such as preparing budgets, variance reports, and approving capital expenditures for multi-family portfolio

12/1/2013 TO CURRENT Methu Adult Family Homes Milwaukee, WI

OWNER, GENERAL MANAGER

- Permanent supportive housing for individuals who are developmentally disabled, currently operating two State certified locations
- Established and cultivated relationships with Continuum of Care housing referral networks
- Contracted with Managed Care Organizations to implement service plan and operate facilities
- Maintained accurate and detailed records on client expenses and housing overhead to ensure compliance with the Department of Health Services

EDUCATION

9/1/2010 TO 12/1/2013 University of Wisconsin-Milwaukee Milwaukee, WI

ECONOMICS

- Associates in Commercial Real Estate (ACRE)
- WHEDA Development Training Program

