
QUALIFICATIONS SUMMARY:

Senior-level professional with technical and organizational expertise in affordable housing multi-family development, finance, public policy, monitoring, asset management, and monitoring and compliance.

PROFESSIONAL EXPERIENCE:

Director of Business Development Manager: EAH Housing

10/21-present

- Responsible for all aspects of new business development for Northern California Region including, RFP responses, site identification and acquisition, building strategic partnerships, and new lines of business.
- Developing a new business strategy, goals, performance metrics, and systems development.
- Oversees all new projects through the entitlements process including negotiations of all contracts and land dispossession agreements with city partners, all due diligence and consultant contracts, community outreach, and schematic design development.
- Developing and training new business staff.

Senior Business Development Manager: MidPen Housing

4/18-10/21

- Identify and prepare RFP responses, develop the proposed finance strategy, preparing narrative components, coordinate efforts with internal and external partners, prepare interview materials, and participating in interviews.
- Acquisition of property, including site identification, feasibility analysis, due diligence, and contract negotiations.
- Early project management, participate in negotiations of ENA and DDAs, finance applications, lead community outreach efforts, coordinating consultants and entitlements.
- Lead initiative to further MidPen's business strategy examples include developing a business plan and financial model for market preservation acquisitions, researching benefits of corporate Community Land Trust, and building a business plan and financial model to create below-market-rate homeownership opportunities.
- Advance Financial Modeling, including building the Company's New Construction Development Proforma, with a user manual and training all 55 members of the Development staff.

Housing Program Manager: Related California

8/17-4/18

- Responsible for all inclusionary units in California portfolio inclusive of the monitor, annual recertifications, leasing, fair housing accommodation, and annual reporting.
- Responsible for the development of inclusionary unit Marketing Plans, condo mapping, and leasing.
- Management Section 8 contracts, City Partnerships, and contract employees.

Senior Analyst, Affordable: Berkadia Commercial Mortgage

3/17-8/17

- Review of multi-family affordable housing loan requests to ensure that any loan application issued could be closed without substantive changes and meets bank and agency underwriting guidelines.
- Works with Mortgage Bankers to determine appropriate sizing of mortgages, accesses project risk and review all regulatory agreements and tax incentives to assess impact to loan sizing and project valuation.
- Executed on Freddie Mac and Fannie Mae loan issuance, including negotiations of pricing and underwriting waivers, and managing the relationship between Mortgage Bankers and agencies.

Special Underwriter: New York City Housing Preservation and Development

8/15-2/17

- Reviewed all loan underwriting and materials across all development programs, including new construction, preservation, and disposition finance programs. Ensuring compliance with program terms and reducing potential risks to the City.
- Analyzed agency policies and underwriting standards across development programs.

- Developed feasibility models, tools, and templates for analyses including underwriting templates specific to loan programs and tax exemptions.
- Developed tracking systems for the agency, including Prevailing Wage and Living Wage Law compliance and sponsor performance.

Senior Analyst: Mayor's Office of Management and Budget City of New York, NY
8/15

2/13-

- Oversaw Housing Preservation and Development's capital, expense, and revenue budgets, of over \$1 billion annually. Tracking current year projections, forecasting out years, and managing any budgetary surpluses and/or shortfalls.
- Reviewed all multi-family new construction and preservation projects to ensure each deal was in compliance with City standards and that projects were financially sound.
- Research and analysis on housing-related issues, including policy brief for new mayoral administration. Including a ten-year performance summary, four-year outlook, and policy recommendations as related to housing programs.

Technology and Communications Specialist: Center for Independence of the Disabled, NY **11/07-2/13**

- Program management, including project concept, execution, budgets, and reporting. Projects include:
 - NYHousingSearch.gov an affordable housing registry that compiles information on government-funded housing throughout New York state.
 - "Access Project," a community mapping application that gathers and distributes information on the accessibility features of NYC.
 - "In Your Hand Program" integrates technologies such as web conferencing into daily organization-wide services. This program reached over six hundred additional consumers during the 2012 fiscal year without impacting the marketing budget.
- Database Administrator managed all aspects of the organization's MS Access-based data management system. Including system upgrades and redesigns.
- Annual reporting to government agencies, foundations, and private donors.

Contractor, New York State Assembly Member James Brennan

9/07-10/07

- Wrote a policy brief on the changes to Tax Incentive 421-a and its impact on the Atlantic Yards Project.

Community Development Specialist, Mayor's Office of Housing-City & County of SF, CA

12/05-8/07

- Research and analysis for Affirmative Fair Housing Plan and Consolidated Plan.
- Database creation, implementation, maintenance, and management which created an ease in loan collections and monitoring for multi-family developments.
- Multi-family loan program management, including qualifying participants, monitoring and compliance, repayments, refinancing, subordination, and processing single-family re-sales. Improved operating processes resulting in decreased fraud, waste, and abuse.

EDUCATION:

Hunter College: Graduate course work in Urban Affairs and GIS (12 units complete)

1/12- 5/13

- Dean's List, Hunter College

San Francisco State University - San Francisco, CA: Bachelors of Art in Political Science

1/06

- Dean's List, SFSU
- Congressional Award for Outstanding Work in the Community, Congresswoman Nancy Pelosi

ADDITIONAL SKILLS:

- **Certificates:** Licensed Real Estate Broker DRE #: 02110453, Certified Tax Credit Specialist, Notary Public
- **Advanced Financial Modeling**
- **Software:** MS Office, MS Excel, PowerPoint, Database Management/Development, SPSS, HTML basics, Salesforce, ArcGIS, Zoom, Final Cut Pro, and Photoshop.