



2021 Resume Book

MBA Year 2 – Students Graduating 2021

FOR MORE INFORMATION

Katie Latier - Katie.Latier@colorado.edu

Associate Director, CU Real Estate Center

Leeds School of Business

BEKAH BAILEY

345 Seminole Dr, Boulder, CO 80303

(910) 584-7782 • Rebekah.Bailey@colorado.edu • www.linkedin.com/in/bekah-bailey

PROFESSIONAL SUMMARY: MBA candidate and sustainability professional with 6 years of progressive experience and well-developed skills in strategic planning, analytics and leadership. Focusing MBA coursework in Real Estate & Finance to build technical acumen and industry specific knowledge. Over the last year have bolstered graduate studies with industry projects in real estate private equity, acquisitions, and market research. Actively seeking a role with commercial assets in finance, acquisitions, or private equity within an innovative and impact-oriented organization.

EDUCATION

UNIVERSITY OF COLORADO BOULDER, LEEDS SCHOOL OF BUSINESS

Boulder, CO

Masters of Business Administration, *concentration in Real Estate & Finance*

May 2021

- **Distinctions:** Etkin Johnson Student Scholar
- **Specialized Skills:** Strong Excel skills, Financial Modeling, Statistical Analysis, Argus Enterprise, SEO, Google Analytics
- **Relevant Coursework:** Real Estate Principals, Real Estate Finance, Applied Finance, Corporate Finance, Economics
- **Activities:** Net Impact Case Competition, Opportunity Zone Analysis Project, Startup SEO Project
- **Clubs & Memberships:** Housing Colorado, IREM, NAIOP, ULI, Graduate Real Estate Association, Net Impact Club

UNIVERSITY OF NORTH CAROLINA WILMINGTON

Wilmington, NC

Bachelor of Science in Environmental Science, *minor in Chemistry*

December 2013

- **Distinctions:** Magna Cum Laude, Chancellor's Achievement Award, Dean's List 2009-2013

INTERNSHIP EXPERIENCE

FOREFATHERS LLC., *Acquisitions Intern*

100 hours; July – Current

- Executing essential due diligence steps including financial analysis, tax credit research, and grant applications

YOGI TEA, *Sustainable Real Estate Intern*

300 hours; July – Current

- Developing a five-year business plan for global management team by performing risk assessments on land use data

MORGAN CREEK VENTURES, *Market Research Intern*

50 hours; May - June 2020

- Constructed a strategic decision-making platform for office development by synthesizing industry data

CROSSBEAM CAPITAL, *Private Equity Intern*

250 hours; April - July 2020

- Guided multifamily investment strategy by delivering expertise in data mining and data cleansing for over 15,000 investors

WORK EXPERIENCE

MISSION SPARK, *Strategic Impact Consultant*

Fulltime; September 2018 – April 2020

- Identified client initiatives for strategic operations by performing research and conducting surveys of partner organizations
- Prepared recommendation reports to aid leadership in client relations and identification of long-term growth strategies

LYON COLLEGE, *Admissions Coordinator*

Fulltime; July 2017 - September 2018

- Increased enrollment by 25% by overhauling recruitment strategy to implement new procedures and outreach initiatives
- Created year over year enrollment forecast by conducting surveys and analyzing historical matriculation data

PACIFIC QUEST, *Senior Field Coordinator*

Fulltime; December 2015– July 2017

- Improved length of staff retention by 100% by identifying objectives for staff and designing internal training programs
- Supervised field operations, including team supervision and client solutions development to ensure optimum efficiency

AMERICORPS, *Education and Outreach Coordinator*

Seasonal Fulltime: April– September 2015

- Managed staff organization by coordinating schedules and developing weekly objectives for six team members
- Implemented program change by developing and presenting eight educational programs to over 2000 visitors

Brandon Carrigan Buse
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Buseb@colorado.edu • (720) 530-5846

SUMMARY OF QUALIFICATIONS

- MBA candidate with over four years of experience managing budgets for hotel renovation projects
 - Experience building and manipulating financial models in excel
 - Creative problem solver with experience managing projects involving multiple organizations
 - Loyal, hardworking student looking to leverage my professional skills and education into a CRE career
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EDUCATION

UNIVERSITY OF COLORADO BOULDER, LEEDS SCHOOL OF BUSINESS Boulder, CO
Master of Business Administration, Concentration in Real Estate *May 2021*

- Current Class Rank: 4 of 86
- GPA: 3.95

UNIVERSITY OF COLORADO BOULDER Boulder, CO
Bachelor of Arts in Economics *December 2012*

- Minor in Business Administration
-

PROFESSIONAL EXPERIENCE

DENVER HOUSING AUTHORITY Denver, CO
Affordable Housing Finance Assistant *June 2020 – Present*

- Built models estimating the financial impact of transitioning 672 units to the Section 8 HCV program
- Created the inventory removal application, for submittal to HUD, of 672 units by compiling data, building exhibits and writing narratives
- Updated DHA's capital financing plan to better track funding sources and uses on all projects

AUDIT LOGISTICS, LLC Louisville, CO
Freight, warehouse & installation company specializing in hospitality logistics
Strategic Partnership Manager *March 2019 – August 2019*

- Facilitated execution of clients' capital expenditure projects by managing operations team of 45 people
- Resolved client issues and managed client expectations during projects by traveling to project locations
- Collaborated with freight and warehouse partners based on individual project requirements
- Developed standard operating procedures by working directly with our general manager
- Created hybrid role to address an existing need of the company by working with senior leadership

Accounts Manager *December 2017 – March 2019*

- Managed 75% of client accounts by acting as the main point of contact for clients
- Forecasted and managed project budgets using excel models
- Secured large projects by developing pricing strategies and negotiating contracts

COMSTOR U.S. Louisville, CO
Account Manager *August 2016 – December 2017*

- Managed relationships with twenty or more new and existing clients
- Negotiated pricing on potential deals to help secure contracts
- Collaborated with systems engineers to deliver a bill of materials based on customer needs

AUDIT LOGISTICS, LLC Louisville, CO
Business Development Manager *September 2013 – August 2016*

- Promoted to Business Development Coordinator and then promoted to Business Development Analyst in January of 2014, was later promoted to Business Development Manager in March of 2016
 - Managed multiple client accounts including three of the company's largest clients
-

ADDITIONAL INFORMATION

- 2019 Urban Land Institute Colorado Student Scholar
- NAIOP and GREA member

Lily Catherine Colley
1006 South Emerson Street • Denver, CO 80209
LCC@ColleyCapital.com • (516) 672-9849 • [LinkedIn](#) • [LC Management](#)

PROFESSIONAL SUMMARY

Lily Colley spent five years as the VP of Communications and Business Development for Kalyx Development, an innovative NNN lease industrial REIT. As a founding team-member, Colley was exposed to the full real estate business cycle including; acquisitions, fundraising, investor relations, PR, asset management, tenant management and disposition. An analytical problem solver, committed operator, effective communicator and established relationship builder; Colley is motivated to apply her diverse background and cross-functional experience in private equity, real estate, communications and brand development to a new challenge.

EDUCATION

University of Colorado Boulder, Leeds School of Business MBA Candidate Boulder, CO
Master of Business Administration with a Real Estate and Finance Concentration, Class 2021 *May 2021*

- Merit Scholarship & Entrepreneurial Scholarship Awardee
- Graduate Real Estate Association (GREA) President. Developed and managed “[The Past, Present & Future of CRE & Social Equity](#)”. A 3-part series supported by ULI and NAIOP Colorado discussing the heritage and outlook of diversity in real estate.

The Elliott School of International Affairs, The George Washington University Washington, DC
International Affairs with a Eurasian Concentration and a History Minor *May 2012*

- *Internships:* CBS ‘Face the Nation with Bob Schieffer’ | CNN ‘State of the Union’ | Hearst ‘Town & Country Magazine’

EXPERIENCE

EverWest Real Estate Investors Denver, CO
Portfolio Management Intern *June – August 2020*

- Performed sharpe and information ratio analyses of the NCEIF index versus key benchmarks, subsector and submarkets.
- Performed NCREIF fund competitive analysis using Preqin data to inform the Portfolio Management team’s strategy.
- Delivered White Papers analyzing key CRE asset classes focused on the industrial and farmland sectors.
- Assisted with acquisition underwriting including completing industrial acquisition investment briefs.
- Presented intern cohort’s multi-week findings on the impact of COVID on CRE to the EverWest executive team.
- Attended a 2-day Argus certification class and a Wall Street Prep course on underwriting for Multi-Family properties.
- Performed market research and comps analysis using CoStar to support the acquisitions team.

Kalyx REIT (formerly Kalyx Development) Denver, CO & New York, NY
VP of Communications and Business Development *October 2014 – January 2020*

- Managed business development opportunities including spearheading strategic partnership identification. Managed deal flow and operator due diligence. Conducted weekly client identification and relationship management meetings.
- Developed fundraising pitch decks. Supported investor relations outreach and management.
- Managed Kalyx’s internal operations including administration of rent collection. Kalyx leased over 720k sq. ft. in 5 years.
- Produced investor relations communications including investor updates, newsletters and filings.
- Performed market, legal and competitor research. Managed acquisition deal flow.
- Developed corporate logo and website. Conceived and executed B2B communications, PR and industry relations strategy.
- Managed the largest cannabis PE raise at the time (\$50mm) and coordinated mainstream coverage in the [New York Times](#).

LC Management Consulting, Founder Denver, CO
Clients: OLO, Kikoko, Dixie Brands, Lucid Green Consulting National Director of Marketing *January 2019 – Present*

- Sourced and managed all deal flow. Produced high-level business develop strategies for clients including strategic marketing and communications plans. Provided business development, investment and partnership guidance.
- *Recent Speaking Engagements:* SxSw 2019 & 2020 Speaker | Denver Start Up Week 2019 | Kahner Global Investment Conference

Incredibles/MC Brands (cannabis-infused products & IP brand) Denver, CO
National Director of Marketing *July 2016 – December 2018*

- Conceptualized and executed the marketing strategy and re-brand of four top-selling cannabis consumer product brands. Was responsible for 500% growth and the top 3 selling product in its category after only a year.
- Was responsible for the development, management and implementation of a multi-state (5) and multi-brand (4) “go-to market” launch strategy including: sales strategy, partner relationship management and marketing asset development.
- Ran all corporate communications including Press Releases, PR, newsletters, social media, advertisements and non-profit relationships. Oversaw and managed local market and National industry.

SKILLS – Microsoft Office (Excel financial modeling and PowerPoint expertise) – Argus – CoStar - Preqin - NCREIF - Lexus Nexus – Bloomberg Terminal - Events – Market & competitive research – Pitch deck & PPM development – PR, corporate communications, public speaking & presentations – Press releases – Asana – Social Media – Email Marketing– Sqaurespace – Shopify – Gmail Suite

Preston Kyle George Garland

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www.linkedin.com/in/preston-garland/

SUMMARY OF QUALIFICATIONS

MBA Candidate and aspiring Real Estate professional with over 9 years of experience managing projects and complex operations in international wholesale distribution. Analytical thinker and problem solver with confident communication skills cultivated while interfacing with high level executives.

EDUCATION

UNIVERSITY OF COLORADO BOULDER, LEEDS SCHOOL OF BUSINESS Boulder, CO
Master of Business Administration, Concentration in Real Estate – GPA 3.95 May 2021

- **Awards:** ULI Etkin Johnson Student Scholar
- **Leadership:** Graduate Real Estate Association – VP of Technology, MBA Peer Coach
- **Relevant Courses:** Real Estate Finance, Real Estate Law, Project Management, Entrepreneurial Finance
- **NAIOP Project:** Developed comprehensive proposal for 15 acre parcel of land in Minturn, CO

UNIVERSITY OF COLORADO BOULDER Boulder, CO
Bachelor of Science in Business Administration, Emphasis in Marketing May 2010
Bachelor of Arts, Biochemistry May 2010

- **Awards:** Beta Gamma Sigma, Phi Beta Kappa, Dean's List, and Graduated with Distinction
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PROFESSIONAL EXPERIENCE

ELDORADO TRADING COMPANY Broomfield, CO
International wholesale distributor of lingerie, romance and pleasure products.
Assistant to the CEO May 2020 – August 2020

- Supported leadership team's strategic growth objectives by evaluating and hiring a new Director of Sales
- Enhanced user experience by leading internal team in testing a new website and e-commerce platform
- Protected staff by coordinating Covid-19 safety guidelines and procedures for the company

Senior Marketing Strategist October 2018 – July 2019

- Developed joint marketing plans between Eldorado and manufacturers to increase sales, one joint marketing plan drove an increase of 63% in gross sales
- Created and implemented a trade show strategy to communicate Eldorado's key differentiators, while improving the effectiveness of the sales team on the show floor
- Led the Marketing Strategist team to craft consistent and coordinated marketing campaigns

Marketing Strategist January 2015 – October 2018

- Collaborated with manufacturers on joint marketing campaigns
- Crafted product launch strategies to bring new products and manufacturers to market

Product Marketing Specialist, Distribution Lead November 2010 – January 2015

- Spearheaded product selection for catalogs and ensured on-time completion of six yearly catalogs
 - Deployed a wireless warehouse management system (WMS) and developed the standard operating procedures for the shipping and packing functions in the new WMS
 - Implemented cost reducing procedures to save two staff-hours per week on setup/stocking time
 - Wrote training procedures to reduce shipment errors
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ADDITIONAL INFORMATION

- **Awards & Honors:** XBIZ Magazine's 2019 Marketing Executive of the Year, Eagle Scout
- **Technical Skills:** Argus AE, Excel financial modeling, Adobe InDesign, Illustrator, Photoshop, Microsoft Office Suite, and SAP Business One enterprise software, Pillars of Wall Street

MEG GRINDERENG

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EDUCATION

UNIVERSITY OF COLORADO BOULDER, LEEDS SCHOOL OF BUSINESS Boulder, CO
Master of Business Administration, Concentration in Real Estate and Finance *Expected Graduation May 2021*

- Barney Ford Committee: Vice President of Donations for 2020 Diversity Scholarship Fund
- Graduate Real Estate Association: Vice President of Operations

UNIVERSITY OF COLORADO, COLLEGE OF LIBERAL ARTS AND SCIENCES Boulder, CO
Bachelor of the Arts: International Affairs, Minor in Philosophy *May 2013*

- Facilities chair for National Conference: NACURH, Hosted in 2012
- Vice President of Delta Epsilon Iota, Academic Honor Society

PROFESSIONAL EXPERIENCE

FERN ST. PARTNERS Estes Park, Co
Consultant *June 2020 – Current*

- Build competitive set by researching hotel market and shifting economic environment
- Create pricing strategy and structures for maximizing revenue with changing market conditions

CROSSBEAM CAPITAL Denver, Co
Intern *April 2020 – Current*

- Analyze market data and build ranking model for submarkets to identify top acquisition opportunities
- Help implement new investor strategy: research potential investors, organize tags, audit data

HIRO&CO: SUSHI DEN AND IZAKAYA DEN Denver, CO
Accounting/Bookkeeper *December 2018 – June 2019*

- Create cost analysis to calculate difference for incorrect pricing from vendor agreement that resulted in the company receiving \$20,000 in reimbursement

HOME2 SUITES BY HILTON DENVER WEST Lakewood, CO
General Manager *November 2016 – June 2018*

- Built budget for hotel and monitored purchasing and spending along with daily revenue review: first full year in the GM position ended with Net Income at 35% profit
- Utilized market research to create a new price structure that lead to an award for nationwide brand winner in increased extended occupancy and management company's award for highest revenue growth

Assistant General Manager *July 2016 – November 2016*

- Guest Service Manager position re-organized to oversee Housekeeping Department - responsible for creating and implementing a system for tracking Property Maintenance and Deep Clean schedules
- Created wage summary and cost analysis report for market pay rate comparison

Guest Service Manager *December 2014 – July 2016*

- Manage Guest Service Agents including hiring, training, and scheduling
- Balanced the Accounts Receivables so all accounts became current and pay schedules regularly handled to be less than 60 days aging

HOMEWOOD SUITES BY HILTON LITTLETON Littleton, CO
Front Office Manager *August 2014 – December 2014*

- Created a scheduling system for the Shuttle to ensure client contracts were fulfilled for services promised
- Won hotel competition, receiving more compliments from guests and staff for excellent work and service

ADDITIONAL INFORMATION

- Women's Wilderness Consulting Project (2019): Provide business strategy for non-profit through market analysis and re-organization of class structure for more sustainable financial budgeting
- Colorado Outdoors Consulting Project (2019): On the Marketing Team to analyze outreach opportunities and labor potential for profitable manufacturing in a cut and sew campus being developed
- Club Z! Tutor (September 2013 - May 2017): help students in math, writing, organization, and study skills

NATHANIEL LOCH

10233 Robb St • Westminster, Colorado 80021
Nathaniel.Loch@colorado.edu • (720) 391-7707

Real Estate and Financial Analyst with 5+ years of experience analyzing, financing and consulting for innovative companies. Motivated and curious with a demonstrated ability to meet complex problems with creative solutions. Proven track record of collaborative teamwork and effective communication including investment memoranda, stakeholder presentations and supporting strategic initiatives.

EDUCATION

UNIVERSITY OF COLORADO BOULDER, LEEDS SCHOOL OF BUSINESS Boulder, CO
Master of Business Administration, Concentration in Real Estate Finance May 2021

MBA Finance Club President, Etkin Johnson Scholar, Graduate Accounting Tutor, Merit Scholarship,
Interdisciplinary Ethics Tech Competition, Total Impact Portfolio Challenge.

UNIVERSITY OF COLORADO BOULDER Boulder, CO
Bachelor of Sociology December 2012

Volunteer ESL teacher; Fraternity Vice President, Risk Management Officer, Intramural Team Captain

PROFESSIONAL EXPERIENCE

TREELINE HOMES, INC Boulder, CO
Boulder County's premiere luxury home builder specializing in ground-up custom homes and large remodel projects. January 2021

Assistant Site Supervisor

- Planning, scheduling and advising for upscale construction projects in Boulder and Longmont, CO.
- Sourcing of materials, expense mitigation and client management.
- Management of and construction site operations.

AKKADIAN VENTURES, LLC (remote) San Francisco, CA
Private investment firm using technology to target strategic advantages in growing technology companies. June - September 2020

Summer Associate

- Inferential valuation of private technology companies by modeling cash flows, market trends, and KPI ratio analyses.
- Deal sourcing and due diligence on secondary equity partnerships and transactions.

HIGHLAND VENTURES GROUP, LLC Longmont, CO
Private investment firm focused on disruptive technology advances in renewable energy and business finance. January 2013 – July 2019

Co-Founder and Business Associate

- Co-Founded the company in 2013. Authored the organizational documentation; designed website, budgeting, storage database, communication systems, and investor reporting.
 - Achieved a portfolio IRR over 50% by identifying, vetting, and cautiously investing in innovative companies based on risk analysis and portfolio optimization.
 - Financed the growth of solar energy innovators such as Wunder Capital, Posigen and SunTechDrive, using novel loan structures and preferred stock agreements.
 - Initiated and managed project to profitably rejuvenate degraded rangeland using experimental holistic management methods; and significantly reduce property tax burden via compliance.
 - Forged relationships with community businesses and set up advisory partnerships to inform activities, in cooperation with third parties, and in compliance with Boulder County regulations.
 - Founded an education loan program offering over \$500,000 to date, including writing the loan documents, guidelines to manage budgets, and overseeing records management.
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ADDITIONAL INFORMATION

- Advanced user of MS Office Suite (Excel, Word, PowerPoint) and Google Suite; Argus certified; experience with R-suite, Salesforce, GanttProject.
- Spanish 4th year proficiency. Working knowledge of Afrikaans.
- Experienced International Traveler including Asia, South America, Africa, and Europe.
- Personal interests include travel, snowboarding, surfing, golf, soccer, painting, guitar, and cooking.

Joseph D. Plastino

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EDUCATION

UNIVERSITY OF COLORADO BOULDER, LEEDS SCHOOL OF BUSINESS

Boulder, CO

M.B.A., Concentration: Commercial Real Estate, expected May 2021

GPA: 3.54

- *Activities & Awards:* Merit Scholarship Recipient 2019; Vice President, Graduate Real Estate Association
- *Relevant Courses:* Real Estate Finance, Real Estate Technology, Real Estate Law, Special Topics in Real Estate: Real Estate Case Studies, NAIOP Rocky Mountain Real Estate Challenge

UNIVERSITY OF MICHIGAN

Ann Arbor, MI

B.A History, B.A Linguistics, April 2016

GPA: 3.54

- *Projects:* Capstone Linguistics Study: *The Effects of Hyperarticulation on Basque Plosives*
- *Activities:* Songwriter, Choreographer & Performer, “Groove” percussion group.

PROFESSIONAL EXPERIENCE

Marketing and Sales Representative, PURO Lighting, Lakewood, CO, May 2020 - present

- Responded to explosive customer interest in UV disinfectant light products during the COVID-19 pandemic by sorting, vetting, and responding to upwards of 100 purchase inquiries per day.
- Developed recommendations to increase marketing and sales strategy efficacy by quantifying information into data, creating assessment models in Excel, and presenting findings to management.
- Drove sales opportunities by engaging customers through social media.

Financial Modeling Contractor, Colorado Home Hackers, Denver, CO, Jul. 2020 - present

- Redesigned, updated, and improved Excel multifamily acquisition model to account for additional complexity in refinancing and waterfall structures (40 hrs.)
- Developed hotel and multifamily acquisition and property management skills through a strong mentoring relationship.

Consultant, Leeds Social Impact Consulting, Leeds School of Business, Boulder, CO, Spring 2020

- Assisted Women’s Wilderness, a non-profit, in sub-leasing excess office space by conducting market research, creating a financial model and coordinating creation of template sub-leases. (40 hrs.)

Certifications & Proficiencies: ARGUS certification in progress, proficient in Excel financial modeling, Microsoft Office, Google Analytics certified.

ADDITIONAL EXPERIENCE

Writer, Buzzworthy Trivia, Pittsburgh, PA, Oct. 2017 – Feb. 2019

Researched and wrote over 100 productions of diverse trivia questions for commercial use for a start-up trivia company; hosted 2-hour long trivia nights using self-produced material for crowds of 30 to 60.

Gallery Presenter, Carnegie Museum of Natural History, Pittsburgh, PA, Oct. 2016 – Dec. 2018

Engaged visitors with exhibits, led daily interactive animal show, increased attendance by implementing new marketing strategies, cared for, fed and trained animals, and built exhibits.

ADDITIONAL SKILLS

- Intermediate Spanish proficiency in reading, writing and speaking.
- Professional musician: drums, guitar, didgeridoo.

Christina Tonti

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<https://www.linkedin.com/in/christina-tonti-14282ba8/>

EDUCATION

UNIVERSITY OF COLORADO BOULDER, LEEDS SCHOOL OF BUSINESS

Boulder, CO

Master of Business Administration, Concentration in Finance & Real Estate

May 2021

- **Leadership:** Graduate Real Estate Association (Vice President), Outdoor Industry Consulting (Finance Team), Graduate Student Ambassador, 2nd Year Mentor
- **Relevant Courses:** Applied Finance, Principles in Real Estate
- **Competition:** 2021 ULI Hines Competition
- **Skills:** Project Management, Bluebeam, Testfit, Data Analysis (R, Python), Excel Modeling, French, Argus

UNIVERSITY OF TEXAS AUSTIN

Austin, TX

Bachelor of Science, Communication Studies (Human Behavior)

December 2016

- Semester at Sea Global Study Abroad Program (University of Virginia), Spring 2016
- Young Presidents Organization (Next Generation), 2012 – Present
- Delta Delta Delta Leadership (Transfer Member Coordinator), 2015 – 2016

PROFESSIONAL EXPERIENCE

CONSCIENCE BAY COMPANY

Boulder, CO

Intern

July 2020 – August 2020

- Researched real estate sustainability reporting practices collecting data from 20 national and local firms.
- Prepared an instructional sustainability reporting guide based on the research data, highlighting trends and standardized practices.

CREEKWOOD PROPERTIES

Dallas, TX

Acquisition and Development Facilitator

June 2012 – August 2020

- Coordinated subcontractors and jobsite operations for a \$75mm, 453-unit multi-family development.
- Updated monthly draw schedule in accordance with subcontractor progress to show remaining construction budget balance.
- Underwrote multiple properties to determine financial feasibility on potential multi-family and student living developments.
- Oversaw zoning and compliance on three multi-family developments in Raleigh, NC, Dallas and Euless, TX.

CENTER FOR BRAINHEALTH

Dallas, TX

Research Assistant

May 2018 – October 2018

- Recruited and interviewed 300+ potential participants for a Computational Neuropsychiatry study measuring how the amount of nicotine consumed effected decision-making.
- Ran daily addiction study operations including MRI imaging and EEG scanning on 100+ participants.
- Utilized Python and Excel to perform data analysis on brain imaging results and participant survey responses.
- Assisted in grant acquisition and HIPPA compliance for future research proposal.

AUCTION SOURCE

Austin, TX

Client Coordinator

August 2012 – December 2015

- Installed and managed technology at auctions to expedite the check-out process on purchased items.
- Managed monetary processing of Auction purchases usually totaling in several hundred thousands.
- Worked directly with non-profit representatives to strategizing how to best support their fundraising efforts and ensure their event ran smoothly from beginning to end.
- Supervised and trained 4-6 volunteers on the check-in/check-out process at each auction.
- Oversaw and executed problem interference during auction events.

Malorie K Torrey

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EDUCATION

University of Colorado Boulder, Leeds School of Business | Boulder, CO

Master of Business Administration, Concentration in Real Estate Development [Expected May 2021]

- Capstone Advisors Real Estate Scholar
- President: Graduate Real Estate Association

University of Virginia, School of Architecture | Charlottesville, VA

Bachelor of Science in Architecture, Studio Art Minor [May 2012]

- Dean's List Spring 2009, Fall 2009, Spring 2010, Fall 2011

WORK EXPERIENCE

Pando Holdings | Denver, CO | 303 601 1997

Real Estate Development Summer Intern [June 2020- July 2020]

- Assisted in a Denver Urban Renewal Authority tax credit application for a \$34 million mixed use multifamily project for \$6 million in tax increment financing.
- Lead the design and execution of a \$16,000 rebranding and redevelopment of the company's website.
- Attended and shadowed meetings with city officials, lenders, contractors, and investment partners.

Parikh Stevens Architects | Denver, CO | 303 825 2595

Job Captain and Designer [May 2015- July 2019]

- Designed and managed construction of multi-family housing projects, including clubhouses, amenity areas, unit layouts and more, from zoning changes through construction administration.
- Led the design, management, and permitting for a 220 unit, \$26 million, LIHTC funded renovation and new construction of an existing age restricted multifamily housing project (Denver Metro Village)
- Presented design and construction plan to existing residents of Denver Metro Village over the course of several collaborative "Town Hall" style meetings, answered questions and explained the construction process to ensure residents were involved in the process and that the project met their needs
- Led the design, permitting, and construction of 142 unit, \$18 million, LIHTC funded multifamily housing project in Adams County (Baker School Apartments)
- Collaborated with developers, engineers, consultants and municipalities to create more than 900 units of affordable, market rate, and senior multifamily housing in the Denver Metro Area that reflected and catered to each project's target demographic, comply with federal and state guidelines, and add value to the urban environment

Cox, Kleiwer and Company, P.C. | Virginia Beach, VA | 757 431 0833

Architectural Designer and Drafter [September 2012- May 2015]

- Drafted, compiled, and maintained organization of construction documents for affordable and market rate multifamily apartment projects, senior housing, single-family residences, and industrial projects.
- Created unit designs, amenity area layouts, 3D models and renderings, and assisted in drawings and finish selections.

ADDITIONAL SKILLS AND ACCOLADES

- Urban Land Institute Graduate Fellow, Etkin Johnson Student Scholar, NAIOP Developing Leaders 2020 Mentee
- Projects nominated for two Housing Colorado Eagle Awards, "Meadows at Montbello" (2018) and "Baker School Apartments" (2019)
- Proficient in Microsoft Office Suite **including Excel**, Adobe Creative Suite including Photoshop and Indesign, Google Sketchup, Revit, AutoCAD, Lumion, **Argus Enterprise** (certification pending by end of 2020)
- Hired for freelance commissions for architectural drafting and rendering, hand drawn or painted portraits, handmade crafts, graphic design, and fiber arts.
- Foster Volunteer for Denver Dumb Friends League [October 2015- Present] Care for groups of homeless kittens, ages 3-12 weeks until they are old and healthy enough to be adopted. Responsible for 25 kitten adoptions so far.

Erika Vette
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[Linkedin.com/in/erikavette](https://www.linkedin.com/in/erikavette)

SUMMARY OF QUALIFICATIONS

- Passionate, self-starter with 8 months of impactful experience in the commercial real estate industry
 - Strong written and verbal communication skills with experience presenting to large corporate clients
 - Relevant courses: Real Estate Finance & Investment Analysis, Applied Financial Management, Real Estate Law
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EDUCATION

UNIVERSITY OF COLORADO BOULDER, LEEDS SCHOOL OF BUSINESS Boulder, CO
Master of Business Administration, Concentration in Real Estate and Finance *May 2021*

- **Leadership Roles:** President of the Barney Ford Fellowship Fund
- **Awards:** Merit Scholarship Awardee

MICHIGAN STATE UNIVERSITY, JAMES MADISON COLLEGE East Lansing, MI
Bachelor of Arts, International Relations and Comparative Cultures and Politics *May 2016*

PROFESSIONAL EXPERIENCE

JJK PLACES, PBC - *Startup Social Impact Real Estate Development Firm* Denver, CO
Special Projects and Investment Intern *September 2020 – Present*

- Assembled an investment prospectus to attract potential investors for future development projects
- Created public benefit reports that demonstrated JJK Place's impact in the metro Denver region

CRAIG FERRARO - *Adjunct Professor, CU Boulder* Denver, CO
Student Assistant *July 2020 – August 2020*

- Analyzed the underwriting of two potential multifamily investment opportunities in Colorado
- Built a cash flow model for a safehouse development project to determine the total funds needed for a construction loan resulting in identifying funding gaps so that the project could move forward
- Developed pro formas that served as answer keys for three commercial real estate focused case studies

SERENBE REAL ESTATE Chattahoochee Hills, GA
Intern *July 2020 – September 2020*

- Designed questionnaires and conducted interviews to gather meaningful feedback and data from current and former residents of Serenbe regarding their experience living in the community
- Analyzed and presented survey results to the development team so they could make operational improvements and resident retention would improve

AMERICAN HEART ASSOCIATION Okemos, MI
Development Coordinator *October 2017 – July 2019*

- Coordinated and implemented the logistics and administration of all phases of fundraising campaigns to ensure effective operations in the achievements of a \$1.4 million team fundraising goal
- Established and maintained superior customer service relations with over 50 sponsors and individual donors. Major sponsors included Michigan Medicine, St. Joseph Health System, Meijer and NuStep

ACUITAS - *Government Consulting Firm* Lansing, MI
Legislative Assistant and Intern *August 2015 – January 2017*

- Converted from intern to full time staff after two months through high performance
 - Frequently attended Michigan House and Senate committee meetings and performed legislative research to compile informative reports to ensure clients were up to date with relevant information. Clients included Amazon, Walgreens, AT&T, Chamber of Commerce and Sparrow Hospital System
-

ADDITIONAL INFORMATION

- **Training:** Pillars of Wall Street financial modeling, Advanced Real Estate Excel course
- **Software:** Argus Enterprise, Excel, PowerPoint, PRISM, Greater Giving, Microsoft Dynamics