

## REAL ESTATE EXECUTIVE

### Asset Management | Development | Acquisitions

Highly accomplished and results-driven real estate professional with over twenty-five years extensive hands-on leadership experience in various facets of real estate. A licensed real estate broker with demonstrated success in asset management, identifying acquisition opportunities, development management, finance, accounting, market analysis, loss mitigation, legal application, and team management.

## CORE COMPETENCIES

- ♦ Real Estate Asset Management
- ♦ Development/Construction Management
- ♦ Real Estate Acquisitions/Dispositions
- ♦ Budgets/Financial Analysis
- ♦ Financial/Tax Planning
- ♦ Market Analysis/Sales & Leasing Forecasting
- ♦ Accounting/Financial Tracking
- ♦ Risk Management /Compliance/Title/Legal
- ♦ Team Building/Development/Leadership
- ♦ Complex Negotiations
- ♦ Strategic Planning
- ♦ Organization Start Up/Restructuring

## PROFESSIONAL HISTORY

### *President*

#### **Urbanova Properties, Los Angeles**

2008-present

- *Asset Management/Property Management* – enhancing asset performance and optimizing returns by maximizing revenue, minimizing expenses, adding value through capital improvements, and strategically repositioning the asset, handling daily property management functions; preparing annual operating budgets;
- *Estate Management* – managing daily operations of private domestic and international estates (multiple sites), including vessels and aircrafts; management of staff and vendors, coordination of events, risk management, budgets;
- *Acquisitions/Dispositions/Brokerage* – managing the entire acquisition process including identifying properties, underwriting, performing market studies, due diligence, title review, financing, transaction management for asset acquisitions and dispositions, property disclosures/disclaimers, and residential and commercial lease-ups;
- *Underwriting, Budgeting, Financial, and Market Analysis*;
- *Development/Construction Administration* – bidding projects, budget preparation and tracking, preparing and monitoring Gantt charts, subcontractor agreements, construction draws, post construction warranty work;
- *Risk Management* – performing analysis of existing insurance policies to ensure that only needed coverage is maintained with quality carriers at optimal premiums, strategically handling insurance claims to optimize payout, and vetting subcontractor insurance;
- *Accounting* – performing daily bookkeeping and accounting functions, collaborating with CPA on tax preparation;
- *Business Plans* – preparing business plans and OM presentations for lenders and prospective equity partners, compiling marketing packages for disposition of properties;
- *Loss Mitigation* – negotiating loan restructuring and/or short pay disposition of distressed properties;
- *DRE Processing* – managing legal and consulting teams to assist with condo documents, DRE budget preparation, and obtaining the DRE reports;
- *Notarial Services*.

### *Chief Executive Officer*

#### **Liv Lux Properties, Encino**

2021-2024

- Set up operations for start-up luxury multi-family and luxury SFR spec property development company;
- Created and implemented policies and procedures for construction and development, subcontractor bidding process, prepared and monitored project Gantt charts, legal and compliance, insurance and accounting SOPs, HR, and construction site safety protocols;
- Acquired and disposed properties to strategically build up and optimize company development pipeline;
- Set up underwriting, budgeting, tax planning, and investor/lender reporting platforms;
- Handled all property financing and established relations with lenders to enhance project financing opportunities;
- Set up and managed company Human Resources department; created employee manual, employee benefits and bonus program, established hiring/termination procedures and protocols, etc.;
- Oversaw all corporate and project risk management and legal matters;
- Developed a new property management and asset management division and established processes and protocols to maximize the value of the firm's portfolio;
- Managed all project lease-up activity, achieved maximum rental rates in order to optimize final project valuation;
- Started up new operation of residential, commercial, and construction private money finance companies, including licensing and regulatory compliance. Served as Broker of Record.

### *Vice President of Asset Management and Acquisitions / Senior Vice President of Brokerage*

#### **Peak Corporate Network, Woodland Hills**

2008-2022

- Managed national commercial and residential asset portfolio comprised of 750,000 sq. ft. retail, 200,000 sq. ft. office, several multi-family properties, and single-family homes, responsible for negotiating residential and commercial leases and directing TI work;
- Directed development and funding process for JV deals comprising of townhome and high-end residential home projects, parcelization and redevelopment of a mall, and entitlement of senior housing project and other projects in pipeline;
- Oversaw property accounting and investor, lender, and governmental regulatory compliance, managed construction draw process, and performed strategic tax planning for Ownership;
- Directed acquisition/disposition process of retail, office, residential, and multi-family properties with emphasis on distressed and value-add opportunities;
- Lead management, legal, construction, leasing, and maintenance teams to manage assets and complete projects;
- Completed several business acquisitions and office mergers in an effort to expand the agency and finance components of the corporate network;
- Served as Broker of Record for the residential and commercial agencies with approximately 500 agents working under my license;
- Responsible for resolving complex legal and title issues;
- Negotiated and closed over 3,500 residential short sale and market-rate transactions nationwide.

### *Development Manager*

#### **Kennedy Wilson, Beverly Hills**

2006-2008

- Responsible for all aspects of development of a 340-unit condo conversion project in Walnut Creek, California & new development of a 126-unit high rise condominium project in Seattle, Washington;
- Recruited, retained & managed third-party apartment & HOA management companies, with focus on review and analysis of financial reporting & budget preparation;
- Prepared financial models to analyze project performance & provided recommendations for deal restructure;
- Maintained relations with lenders, equity partners & their participants; directed the draw request process;
- Negotiated construction contracts & performed periodic construction progress inspections;

- Managed professional & legal teams to process the annexation & DRE white reports for multiple phases in the project; handled various legal issues with subcontractors, tenants & homeowners;
- Recommended & implemented procedures for unit sales & loan payoffs;
- Identified & analyzed acquisition opportunities of condominium projects, performed in-depth market analyses.

### *Acquisitions and Asset Manager*

**Jovia Corp. | SilverStone Communities-Los Angeles, LLC, Beverly Hills** 1999-2006

- Successfully identified acquisition opportunities of multi-family projects in the Western states through title searches, market studies, and networking with the broker community and property owners;
- Completed acquisition, underwriting, due diligence, financing, renovation, market repositioning, and disposition of three apartment projects (731 units), including a 349-unit project financed with tax-exempt private activity bonds through the City of Phoenix;
- Completed underwriting and due diligence, managed teams of consultants and to create all necessary legal documents, process DRE papers, and setup HOA for an 80-unit condo conversion project;
- Determined condominium unit pricing; monitored sales team activity;
- Handled various legal issues concerning tenants and buyers;
- Supervised third-party property management companies, monitored budgets and monthly operating reports;
- Managed various accounting functions, such as the preparation of draw requests, financial reporting and budgets;
- Designed and produced marketing packages for the purpose of obtaining financing and selling properties;
- Accomplished all organizational, legal and accounting tasks required to wind down Jovia Corp. and start up the new division of SilverStone Communities.

## **EDUCATION AND TRAINING**

**California State University, Northridge | Business Administration**

**Licenses and Certifications:** DRE Broker License, CA Notary Public Commission