

JOHN Q. PUBLIC

1234 Airport Drive
Uncle, TX 75123

Office: (214) 123-4567

Home: (214) 987-6543

PROFESSIONAL PROFILE:

- **Summary** - Real Estate professional excelling in a broad range of roles with 13 years experience, (the last 6.5 years in transactions and asset management).
- **Management** - Leadership skills include the direct training, supervision and review of staff.
- **Marketing** - Identification of new business prospects as well as maintaining/developing existing client relationships.
- **Communications** - Multi-project time management, organizational skills and excellent oral/written communications.
- **Financial Analysis** - Certified Public Accountant. Strong in all aspects of financial statement and cash flow analysis, comparative financial and industry analysis, as well as deal, ownership and debt structuring.
- **Computer Skills** - High aptitude/proficiency in the use of all PC software/hardware including development of comprehensive analytical models using Argus, Pro-Ject, Excel, Lotus 1-2-3 and others.

PROFESSIONAL EXPERIENCE:

American Properties, Inc.

(March 1988 - Present)

Acquisitions / Asset Management - Dallas, Texas

- Originating/underwriting real estate acquisitions in the \$1-\$140 million price range culminating in the acquisition of \$75 million of real estate in last 8 months.
- Direction of all due diligence and underwriting, negotiation of all contracts, legal and loan documentation, oversight of environmental and engineering reviews.
- Market knowledge primarily in the Southwest, Mid-Atlantic and Southeast of office, industrial, retail and land.
- Final approval of asset management plans, operating budgets and new leases for retail and office properties.

Accounting Manager / Information Systems Manager / Portfolio Analyst - Dallas, Texas

- Supervised, trained and evaluated staff in preparation of quarterly financial statements, annual budgets, investment performance analysis, 10 year projections and special projects for Pension Fund clients.
- Coordination of quarterly/annual reporting including audits of a \$500 million investment portfolio
- Provide technical computer support to all departments including modeling of complex projects, software training, administration and maintenance of mid-range mainframe & network systems.

ABC Financial Group

(September 1986 - March 1988)

Analyst / Accountant - Dallas, Texas

- Responsible for all phases of general ledger accounting for twelve real estate partnerships and two corporations.
- Designed and prepared portfolio wide special reports, projects and analyses for company performance evaluations.
- Created and maintained mainframe based fixed assets system, PC based insurance allocation and debt amortization systems with responsibility for related accounting issues.

Big Six & Company

(August 1985 - September 1986)

Audit Experienced Staff - Dallas, Texas

- Designed/prepared business plans and financial projections of start-up companies and investment portfolios.
- Analyzed internal controls and formulated recommendations for improving control systems.
- Responsible for all phases of audit work through issuance of audited financial statements.

EDUCATION: Big Ten University – Central, IL Bachelor of Business Administration, May, 1985
President's Honor Roll, Dean's List
Major in Accounting, Minor in Economics

PROFESSIONAL ASSOCIATIONS: Licensed Real Estate Salesman, Dallas Real Estate Council, American Institute of Certified Public Accountants, Texas Society of Certified Public Accountants

REFERENCES: Available upon request