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PROFESSIONAL EXPERIENCE

1/18 – present **Principal** Oculus Development & Advisory Services, LLC, Washington, DC

- Offering real estate development and property management advisory services to property investors and developers.
- Sourcing opportunistic boutique multifamily, small retail and mixed-use real estate projects for investment.

4/10 – present **Principal, Expert Witness** Oculus Realty, LLC, Washington, DC

- Delivering innovative real estate management of investment property in the Washington, DC metropolitan area.
- Providing expert witness services in property management standard of care and best practices.
- Licensed real estate broker in the District of Columbia, Commonwealth of Virginia and State of Maryland.

5/09 – 4/10 **Senior Vice President, Residential** Vornado/Charles E. Smith (now JBG Smith), Arlington, VA

- Responsible for establishing all aspects of the firm's multifamily management operations in the Washington, DC metropolitan area.
- Supervised the lease-up of Class A luxury apartment communities 220 Twentieth in Arlington, VA and WestEnd25 in Washington, DC achieving a combined average absorption rate of 18 units per month in challenging economic conditions.
- Oversaw the repositioning of River House, a 1,670 unit Class B apartment community, driving occupancy from 87% to 95% in 90 days, exceeding annual NOI projections by \$1 million and launching a \$2.4 million renovation program.

3/00 – 5/09 **Executive Vice President** DARO Realty, Inc., Washington, DC

- Responsible to the Board of Directors for the strategic planning and the ongoing operations of a real estate firm that owns and manages multifamily investment property in Washington, DC.
- Managed staff of 50 team members; direct reports included Director of Operations, Director of Accounting & Human Resources and Director of Marketing & Communications; served as the firm's Principal Real Estate Broker.
- Increased portfolio GPR over 78% and NOI by 54% over eight years adding \$27 million in portfolio value notwithstanding a highly rent regulated environment.
- Directed over \$12 million in capital improvements including numerous restoration, renovation, modernization and replacement projects.
- Developed firm's branding program including marketing material, web site and apartment design standards.
- Oversaw the comprehensive rewriting of the firm's operating procedures including human resources, administration, operations, marketing and leasing, and loss prevention.
- Aggressively increased rents and tightened application qualifications, lowering delinquency to less than .1%, established controlled purchasing program that reduced operating costs by 11%.
- Instituted new accounting procedures including regular budgeting and variance reporting, professional CPA oversight and oversaw implementation of Yardi Voyager property management software.
- Regularly handled insurance claims, legal cases (both civil and L&T), regulatory affairs and labor issues including successfully resolving OSHA and EEOC matters.

10/98 – 1/00 **Property Director** Forest City Residential Management, Inc., North Bethesda, MD

- Responsible for the lease-up of The Grand, an ultra-luxury apartment community in North Bethesda, Maryland.
- Supervised resident services, marketing, maintenance, LIHTC compliance and accounting departments with a total staff of over thirty.
- Created and implemented marketing plan resulting in 7% rent growth and stabilized occupancy in less than twelve months.
- Worked closely with development and construction teams to ensure delivery of superior apartment homes and amenities.
- Developed administrative and operating procedures including implementation of a resident services program unprecedented in the multifamily market.

9/96 – 10/98 **Senior Property Manager** Bozzuto Management Co., Greenbelt, MD

- Responsible for the management of two communities including Silverwood Farm, a LIHTC apartment community in Southern Maryland and Regents Park, a new luxury apartment community in Northern Virginia.
- Successfully trained and motivated employees resulting in the promotion of two Assistant Managers to Property Manager within the portfolio.
- At Regents Park supervised final stages of project lease-up resulting in a 40% increase in physical occupancy in less than six months. Managed post-construction punch-list to ensure quality apartment homes for new residents and increased operating revenue 9% and average net rent 3% within four months of property stabilization. Developed highly profitable corporate housing program.
- At Silverwood Farm developed marketing campaign that grew customer traffic 38% and increased occupancy from 81% to over 95% in less than 6 months. Decreased delinquency to less than .15% of monthly gross potential rent resulting in consistently winning the firm's monthly Brass Knuckle Award for collections. Increased NOI by 12% in 10 months winning the firm's 1997 Greatest Increase in Property Value Award.

PROFESSIONAL AWARDS

Institute of Real Estate Management	CPM® of the Year Award Past President's Award
Property Management Association	PACE Award Washington, DC Lease-Up, South Cathedral Mansions PMA President's Award PMA Vision Award Property Manager of the Year
Apartment & Office Building Association	Outstanding Leadership Awards AACE Award Washington, DC Service Team, Sedgwick Gardens AACE Award, Virginia Garden New Upscale, Regent's Park
Delta Associates	Best Renovation Apartment Community of the Year, South Cathedral Mansions Best Adaptive Reuse Apartment Community of the Year, 220 Twentieth Street Mid-Atlantic Property of the Year, The Grand

PROFESSIONAL AFFILIATIONS

Institute of Real Estate Management 1994- present
Governing Councilor, 2018 – present
Vice Chairperson, National Finance & Audit Committee, 2017 – 2018
Chairperson, National Ethics Committee, Ethics Hearing & Discipline Board, 2015 – 2016
President, West Central Maryland Chapter 92, 2012
Chairperson, Region 3 Education Committee, 2010
Member, National Education Committee, 2009

Property Management Association 1996 – present
President, 2004

Apartment & Office Building Association 2000 – present
Director, Advisory Board of Directors, 2007 – present
Chairperson, DC Tax Working Group, 2007 – 2008
Chairperson, Education Committee, 2005 – 2006
Working Group Member, Rent Control Reform Amendment Act, 2005 – 2006

National Association of REALTORS® 2002 - present

Greater Capital Area Association of REALTORS® 2002 - present
Member, Property Management Advisory Group, 2006 – 2008

City of Gaithersburg
Commissioner, Commission on Landlord-Tenant Affairs, 2013 - present

Woodley Park Main Streets 2017 - present
Treasurer, 2018

District of Columbia Building Industry Association 2018 - present

PROFESSIONAL LICENSES & ACCREDITATIONS

Principal Broker District of Columbia
License No. BR98358820

Broker Commonwealth of Virginia
License No. 0225211150

Broker State of Maryland
Registration Certificate No. 525482

Institute of Real Estate Management
Certified Property Manager® (CPM®) 2002 – present
Accredited Residential Manager® (ARM®) 1994 – present

National Association of REALTORS®
Graduate, REALTOR® Institute, (GRI®) 2002 - present

EDUCATION

Boston University Boston, MA
Bachelor of Arts, *cum laude*, 1986

New York University New York, NY
The Real Estate Institute, courses in property administration and building systems, 1991

Property Management Association Bethesda, MD
Fellowship Program, 1998

The Washington, DC Association of REALTORS® Washington, DC
Graduate, REALTOR® Institute, 2002

Urban Land Institute Washington, DC
Real Estate Development Process: Part I & II, 1998
Reading Construction Documents, Construction Fundamentals for Development Professionals, 2006