

Education:

Purdue University, School of Management, West Lafayette, IN, May 2008.
Bachelor of Science in Accounting, Minor in Finance

Certification:

Certified Public Accountant – State of Maryland

Technology Skills:

QuickBooks, Yardi, SAP Business One, Advanced Excel, Word, Access, PowerPoint, Visio, Office 365 Suite

Experience

Plank Industries, Baltimore, Maryland

January 2018 – Present

Director of Accounting & Finance

- Manage the financial statement audit process for multiple groups of consolidated companies and trusts, working with service providers and management teams to meet bank deadlines and limit audit differences.
- Implement a monthly financial statement consolidation process using SAP Business One and other tools to combine financial statement balances for 30+ legal entities under common control.
- Create a month-end close calendar for the parent and subsidiary accounting teams and ensure compliance in order to prepare monthly financial reports in a timely manner.
- Analyze real estate sales and acquisitions to determine the proper accounting method, tax treatment and investor waterfall cash flows.
- Review and revise operating agreements for real estate joint ventures in order to adjust for changing investor circumstances and strategies.
- Oversee the administration of periodic covenant and reporting compliance associated with bank debt and joint venture agreements.

Realterm, Annapolis, Maryland

August 2015 – January 2018

Director of Corporate Accounting

- Oversee the management company and investment accounting for a private industrial logistics real estate investment company with over \$3 billion of assets under management.
- Create a consolidated management reporting package to be presented to ownership and executives on a quarterly basis outlining actual vs. budget performance, fair value of investment holdings and projected taxable income.
- Manage cash flow across a multinational management company structure as well as 15+ investment holding companies to minimize idle cash balances and ensure sufficient cash availability for operations & investments.
- Supervise corporate senior accountants as well as shared service providers such as treasury management, accounts payable and accounts receivable.
- Overhaul, validate and maintain capital schedules for 15+ investments with unique ownership structures and waterfall calculations, ensuring compliance with ownership agreements and new issuances.
- Communicate with investors regarding capital calls, distributions, investment performance and tax reporting, answering questions in conjunction with investor relations when needed.
- Coordinate with Tax Director to prepare annual federal and state tax return preparation packages, address investor concerns and review historical returns for accuracy and compliance with legal agreements.
- Develop multi-year budgets and financial models for the firm's management company operations and investment performance, analyzing returns, profitability and capital placement.
- Lead and implement numerous process improvement initiatives surrounding accounting systems, business processes and internal controls as part of the project management office.

Windsor Healthcare Equities, Baltimore, Maryland

October 2013 – October 2015

Controller

- Oversee all aspects of financial reporting and treasury management for a \$125 million private equity real estate investment company.
- Establish new policies and procedures to ensure effective organizational internal controls and segregation of duties for a previously outsourced accounting/finance function.
- Execute an effective implementation of Quickbooks to replace an outdated Excel based accounting system.
- Manage the annual financial statement audit with external auditors, from planning to final report release, while working through financial statement preparation and the evaluation of new accounting topics.
- Apply US GAAP accounting standards including those related to variable interest entity consolidation, intangible asset impairment, derivative instruments, leases and fair value measurement.

- Work with external tax preparers to ensure timely preparation of tax returns, K-1's, 1099's and other regulatory filings.
- Create new annual operating expense budgets and monthly budget-to-actual reports for management and owners to monitor overhead.
- Forecast capital needs on a 12-month rolling basis and manage cash to reduce excess outstanding capital.
- Supervise the preparation of semi-annual portfolio asset valuations determined using forecasts, market data and discounted cash flow models and present these results to owners.
- Analyze portfolio performance using investment metrics including IRR, multiples, ROC and ROE as well as operating metrics such as gross margins, operating margins, NOI and census.
- Coordinate quarterly and annual reporting from portfolio companies to manage relationships and obtain information in an acceptable timeframe.
- Prepare quarterly and annual financial reporting for lenders, including covenant compliance calculations.
- Participate in the liquidation process for a company by providing information to investment bankers and evaluating sale options with the management team.

Morgan Stanley, Baltimore, Maryland

September 2012 – October 2013

Manager - Global Structured Products Controllers

- Oversee the accounting treatment and management of the firm's alternative energy tax credit investment portfolio.
- Communicate with traders, legal entity controllers and operations personnel as well as contacts at investee companies to obtain financial and operational information about investments.
- Prepare information for quarterly disclosures in the firm's SEC filed financial statements, including fair value measurement, variable interest entities and guarantees.
- Assist with periodic reporting to the Fed and other regulatory bodies.
- Review new investments for proper accounting treatment and revenue recognition in accordance with generally accepted accounting principles.
- Coordinate with external audit, internal audit and consultants to provide necessary support with projects, including financial statement audits, control remediation and process improvements.
- Supervise analysts within the controller group to ensure that tasks are being completed effectively and efficiently.

Ernst & Young, LLP, Baltimore, Maryland

October 2008 - August 2012

Senior Auditor – Assurance Services

- Responsible for audit engagements from planning through all stages of execution.
- Participate in compliance and regulatory reporting engagements for clients in various markets and industry segments including Private Equity/Venture Capital, Software, Retail, State Regulated Provider Care, and Federal Government.
- Perform audit procedures to test accuracy of client's financial statements.
- Evaluate client's existing systems of internal control and financial policies.
- Ensure financial statements and related footnote disclosures are prepared in accordance with specialized industry requirements.
- Design and implement new audit strategies for first year audit engagements and advise clients on implementing correct accounting policies.
- Supervise staff accountants during engagements, prepare and review audit workpapers, and provide feedback, training, and performance reviews.

Special Projects:

- Completed a process improvement project around the preparation of federal tax returns for investment funds owned by the firm, in conjunction with external advisors.
- Audited the allocation of a business combination purchase price to a client's tangible and intangible assets in accordance with ASC 805.
- Forensically analyzed 7 years of historical capital activity for a private equity fund to correctly allocate capital to portfolio investments and create a tool to evaluate investment and fund performance going forward.
- Reviewed the capital activity of joint venture investments, including the preferred return calculations, to ensure compliance with operating agreements, accelerating a distribution of \$500k as a result.

Other Interests:

- Provide pro bono bookkeeping services for Cariloop, a healthcare platform startup company in Dallas, TX
- Volunteer with the Helping Up Mission teaching workforce development classes