

HIGHLY DIVERSIFIED, MAI DESIGNATED, NYS CERTIFIED GENERAL COMMERCIAL REAL ESTATE APPRAISER WITH OVER A DECADE OF EXPERIENCE PERFORMING, PREPARING, AND REVIEWING, PROPERTY APPRAISAL AND VALUATION REPORTS.

PROFESSIONAL EXPERIENCE

NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES (DCAS) – NEW YORK, NEW YORK

Director of Property Valuation, Financial Services, Asset Management

6/2014 – PRESENT

MANAGEMENT FUNCTIONS

Job responsibilities, related to my role as Director of Property Valuations, include the following staff and office management duties.

- ❖ Manage and mentor appraisers on a day-to-day basis on general assignments.
- ❖ Provide feedback to validate approach to complex assignments.
- ❖ Review appraisal reports completed by staff appraisers.
- ❖ Work with procurement to establish vendor contracts.
- ❖ Administer and manage the appraisal contract with an outside vendor.
- ❖ Track appraisal assignments and assign appraisals to staff and contract appraisers.
- ❖ Work with client agencies in establishing their needs for appraisals in relation to acquisitions, dispositions or leasing transactions.

Completed a critical project for improving appraisal procedures and practice at DCAS. This project included:

- ❖ Create custom appraisal request forms.
- ❖ Create new reporting formats.
- ❖ Establish monthly meetings for tracking and prioritization of appraisal requests.

Currently working on a critical project for improving research and analysis using geospatial mapping solutions. Through this project we will be able to:

- ❖ Use geospatial mapping software to plot activities of sales and rental transactions.
- ❖ Determine patterns and trends of sales and rental activity in a particular market.
- ❖ Better analyze market data to derive at value conclusions.

Completed the 2016 NYC Leadership Institute

- ❖ The NYC Leadership Institute helps to prepare a select group of outstanding mid-level agency executives in lead organizational changes initiatives. By introducing these managers to state-of-the-art change models focusing on process and performance improvement, the Leadership Institute provides City agencies with a skill and innovative cadre of leaders ready to help our City face its operating and service challenges.

APPRAISAL & VALUATION

The Property Valuation Unit works with client agencies in establishing market values for acquisitions, dispositions and lease transactions. Narrative appraisal reports and appraisal reviews are complete for commercial properties throughout New York City.

➤ Property types appraised include:

- ❖ Industrial/Warehouse
- ❖ Retail Buildings
- ❖ Office Buildings
- ❖ Vacant Land
- ❖ Redevelopment Projects
- ❖ Easements

➤ Appraisals reports completed to determine and/or facilitate the following:

- ❖ Market Value
- ❖ Retrospective Value
- ❖ Condemnation Proceedings
- ❖ Prospective Value
- ❖ City Auction
- ❖ Restrictions and Removals of Restrictions

- 'Highest and Best Use' valuation specialty includes:
 - ❖ Land Residual Analysis for New Construction
 - ❖ Transferable Development Rights
 - ❖ Valuations for Wetland Properties

GOODMAN-MARKS ASSOCIATES, INC. – MINEOLA, NEW YORK
Senior Vice President

7/2003 – 5/2014

MANAGEMENT FUNCTIONS

Job responsibilities, related to my role as Senior Vice President, included the following staff and office management duties.

- Primary objective was to manage staff performance through a process of individual planning, appraisal and performance review:
 - ❖ Managed and mentored junior appraisers on a day-to-day basis on general assignments.
 - ❖ Provided feedback to senior appraisers to validate approach to complex assignments.
- Facilitated the efficient functioning of the office via a range of administrative and managerial tasks:
 - ❖ Supervised and monitored the work of administrative staff.
 - ❖ Liaising with suppliers, vendors and clients.
 - ❖ Computer system troubleshooting.
 - ❖ Company marketing brochures and website content.
 - ❖ Establishment of satellite New York City office.

APPRAISAL & VALUATION

Prepared narrative appraisal reports for commercial properties throughout the Tri-State area, with a concentration in the metropolitan New York market, including the five boroughs, Nassau and Suffolk Counties.

- Property types appraised include:
 - ❖ Industrial/Warehouse
 - ❖ Hotels/Motels
 - ❖ Self-Storage
 - ❖ Vacant Land
 - ❖ Multi-Family – Apartments, Condominiums, Cooperatives
 - ❖ Office Buildings – General, Medical
 - ❖ Retail Buildings – Centers, Strips, Box Stores
 - ❖ Special Use – Assisted Living, Adult Home, Hospital Facilities
- Appraisals reports completed to determine and/or facilitate the following:
 - ❖ Market Value
 - ❖ Retrospective Value
 - ❖ Prospective Value
 - ❖ Tax Certiorari Proceedings
 - ❖ Condemnation Proceedings
 - ❖ Matrimonial & Estate Settlements
- 'Highest and Best Use' valuation specialty includes:
 - ❖ Land Residual Analysis for New Construction
 - ❖ Planned Urban Communities
 - ❖ Transferable Development Rights
- Completed numerous appraisal reports for the following municipal agencies:
 - ❖ New York City Economic Development Corporation (NYCEDC)
 - ❖ Department of Citywide Administrative Services (DCAS)
 - ❖ Port Authority of New York and New Jersey (PANYNJ)
 - ❖ Housing & Urban Development (HUD)

EDUCATION & SKILLS

Queens College City University of New York, Flushing, New York
Bachelor of Arts - Economics & Business and Liberal Arts (BALA)

Maintains a high proficiency in all Microsoft Office applications including Word, Excel, Access & PowerPoint, QuickBooks and Argus discounted cash flow analysis software.

PROFESSIONAL AFFILIATION & LICENSING

Long Island Chapter, Senior Vice President – 2017

National, Finance Committee – 2017, 2016

Long Island Chapter, Regional Representative – 2017

Long Island Chapter, Co-Chair Scholarship Committee – 2017

Long Island Chapter, Education Committee, Chair – 2016, 2015, 2014, 2013

Leadership Development & Advisory Council Discussion Leader – 2015

Leadership Development & Advisory Council Regional Representative – 2014, 2013, 2012

Appraisal Institute MAI Designation #451838

New York State Certified General Real Estate Appraiser #46000046406