

HIGHLIGHTS OF QUALIFICATIONS

- 10+ years of experience in housing finance and policy
- Proven ability to manage and lead high-profile, complex projects
- Demonstrated effectiveness in building and maintaining relationships with internal and external partners
- Excellent verbal and written communication skills

EMPLOYMENT HISTORY

Praxis Consulting Group, Reno, NV (March 2013-present)

Senior Associate

- Develop financing plans for affordable housing projects, including structuring sources and uses, budget, income statement, and operating pro forma
- Prepare funding applications for RAD, LIHTC, HOME, tax-exempt bond and private financing
- Review and negotiate financing documents on behalf of clients; including Public Housing Authorities
- Manage due diligence process for clients and ensure projects close on financing within required deadlines

State of Nevada, Housing Division, Carson City, NV (May 2007-February 2013)

Chief Financial Officer

- Managed team of 20+ professional and clerical staff located in Carson City and Las Vegas
- Responsible for implementing Division budget and reporting financial status of programs
- Oversaw single and multi-family bond programs

ASO III/Chief of Federal Programs

- Administered Low Income Housing Tax Credit Program, including development of QAP, application review, and underwriting project feasibility
- Oversaw budgets for, and implementation of, federally funded HOME, ESG, NSP, and Weatherization Assistance Programs and state funding LIHTF
- Developed and directed the Division's ARRA Section 1602 and Tax Credit Assistance Programs totaling \$65.5 million and ensured compliance with federal regulations
- Led team of five compliance investigators with regulatory oversight of 20,000+ subsidized units
- Testified at legislature, represented the Division at events, and presented information on housing at conferences

Truckee Meadows Water Authority, Reno, NV (August 2005-May 2007)

Senior Resource Planner

- Used Excel to build statistical models to forecast population growth, water supply, and water demand
- Prepared Cost of Service studies to support rate changes for residential and commercial customers

City of Reno, Reno, NV (October 2002-August 2005)

Community Resources Program Manager

- Supervised three community development specialists
- Implemented CDBG, HOME, and ESG programs totaling approximately \$3 million annually
- Determined financial feasibility of affordable housing and community development projects and administered funding contracts

Consultant for Mercy Services Corporation, Denver, CO (October 2001-October 2002)

Community and Resident Initiatives Consultant

- Developed tool to evaluate effectiveness of Mercy's Community and Resident Initiative programs
- Researched appropriate program indicators and attained consensus for use amongst program staff
- Prepared grant proposals for project rollout

The City and County of Denver, Denver, CO (April 1999-October 2001)

Community Development Program Specialist

- Reviewed proposals and underwrote projects for affordable housing financing
- Assisted in the administration of Denver's Private Activity Bond allocation
- Administered Enterprise Community non-profit facility improvement contracts
- Coordinated the Geographic Information Systems project and supervised mapping assistants and interns

Community Development Program Assistant

- Coordinated Residential Neighborhood Small Projects block beautification program
- Provided technical assistance on Division programs to affordable housing developers
- Wrote and monitored contracts for City funded projects

EDUCATION

Doctor of Philosophy, Geography, University of Denver, Denver, Colorado, June 2005

Master of Science, Resource and Applied Economics, University of Reno, Reno, Nevada, August 1996

Bachelor of Arts, Economics, Bard College, Annandale-on-Hudson, New York, May 1994

General Course Certificate, London School of Economics and Political Science, London, England, October 1992-July 1993

SELECT PRESENTATIONS AND PUBLICATIONS

Novogradac: Keynote speaker at Tax Credit Housing Finance Conference – December 2010

Measuring the Affordability of Rental Housing in Large Metropolitan Areas of the Western United States, dissertation, June 2005

"The Impact of Airport Noise and Proximity on Residential Property Values," Molly Espey and Hilary Lopez, *Growth and Change*, v. 31, n. 3, Summer 2000

CERTIFICATIONS

National Development Council – Housing Development Finance Professional

US Department of Housing and Urban Development – Certified HOME Program Specialist in Administration