

Form Name:
Submission Time:

Citizens Commission
January 31, 2019 10:25 am

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[REDACTED]

Name	Andrew Forbes
Address	[REDACTED] [REDACTED] [REDACTED]
Phone	[REDACTED]
Email	[REDACTED]
Citizenship Affirmation	I am a U.S. Citizen
Residency Affirmation	I am a resident of the Commonwealth of Massachusetts
Statement of Intent	I intend to comply with and advance the policy established by this Act.

Statement of Interest

To the Appointing Authority:

President Teddy Roosevelt recalled his father commenting to him one day: "I fear for your future. We cannot stand so corrupt a government for any great length of time." This became part of his ethos and a guiding light when assessing those business which have implemented impediments to restrict the rights of citizens.

A citizen has a duty to do something in the face of an overarching, overburdening bureaucracy incapable of helping those underrepresented. I believe this is the ideal time to address these concerns. I wanted to reach out to you regarding the 15 person panel. This is to express my interest in being appointed to the commission. I've attached my resume to be considered. A brief synopsis of my experience:

Graduate of a Massachusetts State College(Framingham State College)
Master's in Real Estate
Former Americorps Volunteer
Employee of the Federal Government
13 years in the Private Sector
Public School Graduate and son of UMASS Boston Employee and a
Massachusetts Public School Teacher
A strong supporter of the role of Government.

I look forward to speaking further how we can work together to amend the inadequacies of our body politic. It is with this passion and vigor that I am able to use my knowledge to best benefit my fellow citizens.

Sincerely,

Andrew Forbes

Résumé or Summary of Qualifications Upload	https://s3.amazonaws.com/files.formstack.com/uploads/3282862/71887710/474124618/71887710_ajfresnov18.docx
Political Party Affiliation, if any, over the previous five years	Unenrolled
City or Town where you reside	WALTHAM
Employment Status	Employed
Occupation	Realty Specialist
Employer	GSA

Andrew Forbes



Summary of Qualifications:

Multi-talented, dynamic and extremely focused professional with 10 years' experience in: real estate leasing, portfolio management, property management, loan analysis, lease expiration management, and real estate document processing. Skills and experience include: lease contracting, building client relationships, LCO's Rep, public housing outreach, program review, real estate research, leasing, tenant/landlord law, COR (Contracting Officer's Representative), tenant relationship development and management, vendor/contractor budget negotiation, accounting/collections, property management strategies, facility efficiencies and maintaining high occupancy rates. Knowledge of state, federal housing regulations, real estate market and submarket analysis, market projections and streamlining compliance with related government rules and regulations. Combine vision and superior market aptitude with a consultative approach in assessing client needs and performing quality control, data checks, payment transaction referencing, and lease administration. Proven to meet demands of any organization, highly motivated and consistently exceeding expectations with concise attention to detail and distinct ability to proactively multitask, prioritize and meet critical deadlines with enthusiasm.

Professional Experience:

General Services Administration

December 2016-Present

Realty Estate Acquisitions - Leasing

- Performed Real Estate Administration functions including but not limited to commercial real estate acquisitions ranging from 300 sqft, to 46,000 sqft. Completed leases extensions, global leases, lease closeout, and lease transaction administration.
- Maintain a book of business of approximately 300k sqft and over \$30 million in annual rent billings throughout all five New England states across a multitude of Building Classes.
- Managed real estate projects from development to substantial completion. Completed lease buildouts for over two dozen federal agencies with specialized packages.
- Performed quantitative and qualitative functions associated with lease agreements including interpretation of policies, resolving disputes/discrepancies, and the implementation of new programs associated with leasing.
- Negotiate commercial leases on a daily basis to provide for and maximize utility for client agencies. Assisted in building space plans and functional work environments to increase productivity of client base.
- Project Manager for and Construction Manager for over 25 lease in a fiscal year.

Equity Residential, Cambridge, MA

November 2014 – December 2016

Assistant Community Manager

- Market Survey, disposal and disposition, conducting market and financial analysis(Market and Submarket Analysis), real estate negotiation, lease comp reporting and assisting with a multitude of real estate financial reporting
- Negotiated over 200 leases annually while performing lease expiration management and projections for apartments and rooms of multi-property complex. Database Management CRM.In addition, responsible for management of rent collection, tenant selection, unit turnover, and vacancies)
- Property Manager and Supervisor of residential and commercial spaces, managing a team and providing guidance on real estate actions.
- Processed collection/posting of \$15 million annually, 735 units between multiple sites, including 30-day notices to vacate for non-payment of rent, contractual liens, eviction filings, court appearances.
- Managing Real Estate Contracts, Scheduling Inspections, and Recertification of Low and Moderate Income units. Property Management of multi-site and program administrator for subsidized units. Lease negotiation and renewal review for both subsidized and market apartments. Responsible for market research for both subsidy programs and competitor market complexes Resolving tenant disputes and maintain leases to ensure their full completion
- Oversaw the direction of real estate actions and projects for multi-property sites and real estate operations.

QuickSilva Title, Somerville, MA

April 2014 – October 2014

Real Estate Loan Analyst

- Performed Title Searches in State Land Registry databases, cross-checking for Land Title Compliance, recording of documents relevant to Conveyancing (i.e. deeds, mortgages, liens, notices, etc.). Team Manager for Title Examiners, performed Title Insurance Policy completion and review
- Monitored financial transactions and foreclosures, prepared legal descriptions of land and prepared documents for eviction proceedings
- Prepared deeds, transfer declarations, bills of sale, and entity real estate documents and corporate resolutions
- Reviewed acquisition, sales, and disposition contracts including lease or rental agreements and closing documents, facilitated communication between the lawyers for buyer and seller, negotiated contracts, reviewed title reports

Grand Denali Lodge & Denali Bluffs Hotel, Denali National Park, AK

2011 – 2013

Director of Guest Services

- Performed contract procurement (monitoring, negotiating, and preparing contracts for third party contractors)
- Managed team of 25 employees including scheduling, budget, labor, cost control, staffing, fleet, product and operational optimization, DOT compliance, Guest Services and Tour Operations, Property Manager
- Oversaw units, capitalized projects, collections partnering with ownership
- Managed accounts payable, accounts receivable, petty cash, payroll, selection, hiring, training, counseling and rewarding employees; prepared various weekly, monthly, quarterly reports. Budget forecasting, contracts, met with guests on management issues, questions or complaints

Northeast Abstract Company (a division of Harmon Law Offices), Newton, MA Aug 2008 – May 2010

Real Estate Paralegal

- Performed Database and Title research utilizing Land Record databases, compliance, administrative support, title resolution, closing coordination, foreclosure conveyance, Funds Disbursal. Additionally, review for counsel and leasehold noncompliance.
- Created correspondence, liaised with clients and managed team of 12 Title Examiners and recorders
- Prepared acquisition, sales, and disposition contracts including lease or rental agreements and closing documents, facilitated communication between the lawyers for buyer and seller, negotiated contracts, reviewed title reports
- Monitored financial transactions and foreclosures, prepared legal descriptions of land and prepared documents for eviction proceedings.

Technical Skills:

Database Software: LEM-Lease Expiration Management, Real Estate Title Databases, GIS platforms, MRI, Oracle, QuickBooks, Marketing, LeaseStar. Microsoft Office Suite (Word, Excel, PowerPoint), CRM DB

Education:

Framingham State University, Framingham, MA

2008

Bachelor of Science – Political Science

Florida International University, Miami, FL

2017

Chapman School of Business

Master of Science – International Real Estate.

Skills:

Obtained on the Job: Customer Service, G-REX, REXUS, OA TOOL, COMMERCIAL LEASING, COSTAR, Loopnet, Sales, Legal Review, Real Estate market analysis, Department Management, LRO(Rainmaker), Loan Compliance and applicant review. Obtained in study: Calculation and Real Estate Valuation, Sensitivity Analysis, DCF, Rent Rolls, Vacancy and Absorption Analysis, Excel: NOI, IRR, NPV, and NAV, GAAP and Argus. Pro Forma. Performed feasibility/sensitivity studies, financial analysis & due diligence for Real Estate acquisitions. Lease acquisition strategy, market analysis, and lease administration.

Volunteer Experience:

AmeriCorps, Utah Conservation Corps, Contracted by Federal Government; BLM May 2010 – November 2011

Languages:

Spanish: Intermediate

Bulgarian: Intermediate