

JOHN SMITH

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EDUCATION

The George Washington University, Washington, DC
Master of Arts in Education and Human Development
Field of Study: Education Policy

June 2014

University of North Carolina, Chapel Hill, NC
Bachelor of Arts in Business Administration
Minor: Finance

May 2004

EXPERIENCE

Urban Institute, Washington, DC
Program Manager - Tax Policy Center

June 2010 - Present

- Track and analyze overhead and project expenditures to avoid overruns and to determine annual fundraising needs
- Prepare annual project budgets and staff utilization forecasts for analysis of leadership team
- Construct the Tax Policy Center's annual report with input from staff to communicate success of new initiatives
- Consult with Urban Institute management on Center finances, program progress, and future plans to ensure that initiatives and benchmarks are being met
- Collaborate with the director and senior staff on strategic planning and fundraising for the Tax Policy Center

Avaya Government Solutions, Washington, DC
Program Management Analyst—US Customs and Border Protection

February 2009 - June 2010

- Prepared business case analyses, resource allocation plans, issue papers, strategic plans, financial analysis, and program management reviews in response to Congressional/DHS inquiries
- Monitored the program budget and created various reports tracking revenue and expenses
- Gathered and compiled data to conduct and present studies for various projects to the leadership team
- Conducted analyses relating to program effectiveness, best practices, and worked on other special projects as needed

Freddie Mac, McLean, VA
Underwriting Analyst — Multifamily Southeast Region

June 2008 - February 2009

- Conducted market analysis, and review of third party reports including Appraisal, Environmental, and Engineering reports to ensure analysis was correct and the reports were timely
- Prepared Investment Briefs and Loan Commitments based on underwriting analysis
- Supported sales group in initial deal sizing, pricing alternative scenarios, quote, and circle briefs
- Assisted underwriting team in financial and credit risk analysis of approximately \$4.89 billion in multifamily loans through financial statement analysis, forecasting, and research in 2008

Underwriting Document Specialist — Multifamily Southeast Region

July 2007 - January 2008

- Submitted recommendations proactively to improve efficiencies in the underwriting documentation process which led to a projected time savings of over 100 hours annually for a nationwide team of two Underwriting Document Specialists
- Assisted the underwriting team in financial and credit risk analysis of approximately \$50.0 million in multifamily loans through financial statement analysis, forecasting, and research

Investor Accounting Specialist

January 2006 - July 2007

- Analyzed loan documentation and calculated Prepayment/Yield Maintenance Premiums in excess of \$300 million in total for various credit facilities while managing a high volume pipeline of Multifamily payoff requests
- Assessed, tracked, and worked with analysts to collect all fees levied by the Asset Transactions Group
- Supported a Six Sigma Payoff Restructuring Project as a Subject Matter Expert by helping to streamline business processes through the creation of various system enhancements, including Multifamily Underwriting Yield Maintenance Screen in Multisuite, leading to an operational efficiency improvement

- Assisted in the development, review, and execution of operational and project budgets while analyzing budget patterns and expenditures, preparing the fiscal year budget for approval, and exercising approval authority for both internal and external fund transfers
- Formulated and executed an \$83.0 million budget for the Office of Early Childhood Education
- Identified key performance indicators to develop financial forecasts for budgeting purposes

VOLUNTEER ACTIVITIES

Literacy Council of Northern Virginia

January 2008 - June 2011

Adult Literacy Tutor

- Provided learning instruction on a weekly basis to help develop basic English literacy skills on reading, writing and grammar
- Prepared and selected materials suitable for learning reading, writing, grammar and punctuation
- Participated in and successfully complete adult learning training sessions provided by the Literary Council of Northern Virginia
- Conducted research and recommended learning materials, textbooks, software and equipment to facilitate learning
- Completed quarterly reports and evaluations to measure student's progress
- Developed lesson plans and various instructional materials suited to each students' needs
- Created and maintained a motivational and enthusiastic learning environment
- Integrated web and internet technologies as tools to enhance instructional strategies

Family Learning Class Aide

September 2009 - December 2009

- Served as a Teacher's Assistant in the execution of lesson plans to promote family learning on a weekly basis
- Identified student areas of need and provided individual learning instruction to ESOL parents and children
- Assisted in the preparation of various activities to encourage parental involvement in children's learning

Carpenter's Shelter for Homeless Families and Adults

February 2008 - February 2009

Volunteer Project Coordinator

- Participated in the development and implementation of the Kids Street Sense Program
- Taught personal and community safety skills to children between the ages of 7 and 14 years old
- Developed lesson plans and various instructional materials
- Created "child identification" kits and various educational activities on subject matter related to safety, appropriate social interactions, and available local resources