

TRAVIS L. HODGE

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SUMMARY OF QUALIFICATIONS

- Over 5 years of experience with commercial real estate transactions
 - Expertise in financial preparation and analysis through handling nearly all accounting and financial activity for commercial real estate firm
 - Extensive knowledge of closing statements, legal contracts, recording documents, title reports, insurance commitments and policies, and escrow processes related to commercial real estate properties
 - Highly adaptable team player as demonstrated by adding significant workload during company downsize
 - Proven ability to improve efficiency and productivity of day-to-day operations within a firm
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EDUCATION

University of Colorado at Boulder, Boulder, Colorado *August 2013 - May 2015*

Masters in Business Administration (M.B.A.), Leeds School of Business

- Emphasis in Real Estate

The University of Georgia, Athens, Georgia *August 2003 - December 2007*

Bachelor in Business Administration (B.B.A.), Terry College of Business

- Major in Accounting, *J.M. Tull School of Accounting*

The University of Innsbruck, Innsbruck, Austria *July 2006 - August 2006*

- Study Abroad Program through The University of New Orleans
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PROFESSIONAL EXPERIENCE

Specialized Title Services, Inc., Atlanta, Georgia – *Commercial title insurance agency*

Atlanta Escrow and Exchange, LLC, Atlanta, Georgia – *Qualified intermediary in tax deferred exchanges*

Calloway & Calloway, P.C., Atlanta, Georgia – *Real estate law firm*

Staff Accountant – Sole accountant for real estate firm operating under 3 names February 2008 – May 2013

- Coordinate commercial real estate closings with buyers, sellers, brokers, agents, attorneys and lenders
- Prepare and ensure accuracy of closing, escrow and recording documents
- Analyze and interpret purchase and sale agreements and escrow contracts, ensuring all requirements of contracts are met while coordinating investment of escrow funds per contracts
- Manage investment accounts, prepare monthly investment reports for clients and handle all account openings, closings, additions and disbursements
- Invest 1031 tax deferred exchange funds for acquisition of various types of real estate
- Perform general accounting and bookkeeping duties as sole company accountant for 3 entities with annual revenue over \$1.9 million
- Manage 16 bank accounts, including escrow account with an average daily balance over \$4.9 million
- Prepare, analyze and ensure accuracy of monthly & yearly financial statements
- Produce monthly job report, general ledger reports, check register, outstanding checks report, cash receipts journal and cash disbursements journal
- Oversee all accounts receivable and accounts payable processes, including invoicing and bill paying
- Review, prepare and record all incoming and outgoing checks and wire transfers, consisting of over 7000 annual individual receipts and disbursements totaling over \$740 million
- Complete daily three-way reconciliation of escrow trial, bank statement and general ledger account balances
- Improved efficiency of creating client escrow reports by implementing automated Excel spreadsheets with accounting software
- Assume duties and manage workload of full time Accounts Receivable Clerk during company downsize
- Train and supervise part time Accounts Receivable Clerk