

# Jessica M. Robetor

LEED Green Associate

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## EDUCATION & CREDENTIALS

### University of Colorado at Boulder – Leeds School of Business

Boulder, CO

MBA with dual emphases in Real Estate and Sustainability

Expected Graduation: May 9, 2014

- Recipient of CU Real Estate Center Graduate Student Fellowship
- Active Member of Graduate Real Estate Association and Net Impact Club
- Leeds MBA Ambassador

### Green Building Certification Institute

Denver, CO

- Tier I certification as a LEED Green Associate

May 2013

### Siena College

Loudonville, NY

Bachelor of Arts in History, Minor in Political Science

Degree Conferred: May 2007

- 3.6/4.0 GPA, Cum Laude
- Member of Phi Alpha Theta and Pi Gamma Mu Honor Societies
- Study Abroad, Fall 2005 – University College Dublin - Ireland

## EXPERIENCE

### Boulder Housing Partners

Boulder, CO

*Development & Asset Management Intern*

May 2013 – Present

- Created development proposal that was presented to City of Boulder; this included a LIHTC joint development pro-forma, narrative, and site plan for a 44-unit mixed-income, sustainably-built housing site
- Managed an art committee that incorporates BHP staff and members of the community to incorporate artwork into a new Housing First development to benefit residents of the multi-family development as well as the surrounding community
- Managed sustainability plans for properties, which included implementing composting programs, creating “green training” for residents, tracking properties’ energy efficiency, and realizing BHP’s effort towards becoming a net-zero organization
- Wrote two successful grants which allowed plans for an onsite art project and an all-property waste diversion education program to go forward
- Developed and implemented Yardi-based “one-stop-shop” resource that provides all BHP staff members with access to site-specific information; a valuable resource in an environment where each property is significantly different
- Created and implemented fundraising plan for fixtures, furniture and equipment for new developments

### Enterprise Community Partners

Denver, CO

*Transit-Oriented Development Intern*

January 2013 – May 2013

- Implemented strategies in coordination with the Urban Land Conservancy, Mile High Connects, and the Denver TOD Fund to successfully unite transit-oriented development and permanent affordable housing
- Participated in relationship building meetings with key players (RTD, local CHDOs, Policy groups) to bring groups together to work towards a shared goal
- Created educational presentations on affordable TOD to successfully gain support of key players and to engage the public in this topic
- Edited and generated requests for proposals for financing and lending capabilities for future developments and organization capacity building

## ADDITIONAL EXPERIENCE

### **Breckenridge Grand Vacations**

Breckenridge, CO

*New Owner & Guest Member Contact*

March 2010 – July 2012

- Created and executed new owner outreach program to enhance owner satisfaction, achieving aggressive first-year owner utilization goals which encouraged positive referrals to other prospective owners
- Managed, compiled, and edited the monthly newsletter, reaching approximately 14,500 members per month
- Co-Chaired the Breckenridge Grand Vacations Green Team, which was recognized with the “Greener Summit Business Award” in 2012 by High Country Conservation Center. Implemented green practices across the organization; successes include: company-wide composting program, appliances recycling program, and a monthly event that supported alternate transportation
- Provided top quality customer service to Breckenridge Grand Vacations owners and rental guests
- Promoted twice within two years, from Reservations Counselor, to Owner Support Specialist to New Owner Contact

### **Hydra Biosciences**

Cambridge, MA

*Administrative & Executive Assistant*

August 2008 – August 2009

- Researched potential parent companies to locate merger opportunities
- Organized internal and external office events including board meetings, conferences and social events
- Created PowerPoint presentations that were presented to the Board and partner companies

### **Independent Power Producers of New York**

Albany, NY

*Assistant*

February 2008 - July 2008

- Managed customer facing communications and regularly maintained the high-traffic company website
- Tracked bills in state legislature as well as local, state and national media

### **Chuck Caputo for Delegate**

Fairfax, VA

*Voter Contact Director*

August 2007 - November 2007

- Recruited 150 volunteers to help in the successful campaign to elect Chuck Caputo to office
- Analyzed voter demographics and voter history in order to effectively target new voters
- Assisted finance director and campaign manager with fundraising and execution of campaign strategy

### **Senator Hillary Clinton's Albany Senate Office**

Albany, NY

*Communications Intern*

January 2007 – May 2007

## SUPPLEMENTARY ACTIVITIES

### **Center for ReSource Conservation**

Boulder, CO, December 2012 - Present

- Temporary Board of Directors member, responsible for diversifying the funding base and creating a unique marketing plan

### **Campaign Corps**

Washington, DC, July 2007 – August 2007

- Completed comprehensive campaign training program, covering all aspects of running a successful political race, sponsored by EMILY's List

## SKILLS, AFFILIATIONS & COURSES

### **Software and Web Skills**

Yardi, ARGUS, Lyris Email Marketing, Microsoft Office Suite, XFuse Website Managing, HTML, WebEx Webinars, TimeShareWare, Lexis/Nexis, Legislative Retrieval System, Constant Contact, MapPoint, Adobe PageMaker, Voter Activation Network, NGP fundraising software

### **Relevant Courses**

Real Estate Principles, Sustainable Real Estate, Real Estate Finance, Real Estate Economics, Real Estate Law, Sustainable Venturing, Marketing Management

**Urban Land Institute:** Student Member