

Melissa Ricksecker

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- Summary of Qualifications:**
- Equity Sourcing:** Successfully raised \$7.0MM of equity contribution and managed all investor relations
 - Financial Reporting:** Prepared accounting and marketing reports deliverable to CFO and external stakeholders
 - Underwriting:** Experienced in both asset management and site selection functions
 - Project Management:** Assisted project managers in materials cost analysis and remote oversight
 - Accounting:** Maintained accounting functions including A/P, A/R, budgeting, and vendor contract negotiation
- Education:**
- Leeds School of Business, University of Colorado at Boulder
MBA Candidate, Real Estate Finance Track, anticipated May 2016 Graduation
- University of Colorado at Boulder, Graduated December 2009
Bachelor of Science in Business Administration with Finance major, Real Estate Certificate, ARGUS Certification
- University of Wisconsin-Madison, enrolled in undergraduate classes 2006-2007
- Course Work:** Finance, Real Estate, Accounting, Management and Human Resources, International Business, Business Law
- Experience:**
- CA Ventures (originally Campus Acquisitions) Chicago, IL
Director of Operations, 2012- 2014
- Direct all investor relations and correspondence beginning from project inception, through capital raise, investor reporting, distributions, and tax questions
 - Perform site analysis and market research on prospective real estate developments
 - Create offering memorandums highlighting project attributes, market conditions, and investment risks
 - Design all corporate marketing materials including website management, press release materials, reporting documents, and RFP responses
 - Assist Executive Investment Analyst with portfolio analysis
 - Manage monthly construction draw process, integrated with forecasting pro forma to report full financial scope of each development project
 - Created and implemented the restructure and rebranding of Campus Acquisitions to CA Ventures
- Operations Coordinator, 2011-2012
- Managed accounts payable, human resources, and IT departments
 - Structured and implemented online document storage library for entire company
 - Assisted with accounting administration including expense reporting and corporate budgeting
 - Directed and negotiated architectural photography projects and health & wellness programs
- Northwestern Mutual Financial Network, Denver, CO 2010-2011
Financial Representative
- Provided expert financial guidance to individuals and businesses
 - Expanded independent client base through relationship-based sales
 - Designed and implemented unique retirement, insurance, and investment solutions
- U. S. General Services Administration, Public Building Service, Lakewood, CO 2009
Asset Manager, Federal Career Intern Program
- Developed Asset Business Plans for Front Range inventory
 - Analyzed and reported on Region 9 financials, FFO, NOI, ROI, ROE, LMI benchmarks
 - Chaired monthly Asset Team Meetings with all department leaders
- Snarf's Sandwich Shop, Boulder, CO 2007-2009, 2002-2004
Manager
- Targeted and developed catering program and managed corporate account relationships
 - Assisted in design, build out, marketing, staffing and management of new locations
- Trinity Irish Dance Company, Chicago, IL 2000- 2008
Dancer & Assistant to Rehearsal Director
- World Champion Competitor and First Company Performer on international and domestic tours
 - Conducted community outreach programs and coordinated rehearsals for a national network of dancers
- Awards:**
- Leeds School of Business MBA & CU Real Estate Center Fellowships 2014
Urban Land Institute Colorado: Etkin Johnson Scholarship 2015
Beta Gamma Sigma Business Honor Society Inductee 2007