

# PATRICIA RICHARDSON

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**Career Targets: Private Equity Analyst, REIT Analyst, Bank Analyst**  
**Industry Targets: Hedge Funds, Investments, Real Estate, Financial Services**  
**Additional Information: Completion of MBA Degree, Enrollment in Current CFA Program**

Business analyst and real estate professional with experience and success in helping clients optimize investments. Demonstrated skills in analyzing current market conditions, understanding industry trends, and recommending most appropriate courses of action for clients and partner companies. Able to build strong, sustainable relationships with internal and external individuals. Perform effectively under high-pressure situations. Maintain highest ethical standards.

## CORE KNOWLEDGE & SKILL AREAS

- Relationship Building/Cultivation
  - Financial Solutions Development
  - Consultative Selling Approach
  - Deal Flow Management
  - Sales Negotiations & Closing
  - Analytical & Quantitative Skills
  - Investment Options & Solutions
  - Real Estate Development
  - Asset/Wealth Management
  - Strategic Research & Analysis
  - Sales Forecasting & Modeling
  - Workflow Planning/Prioritization
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## RELATED EXPERIENCE

PORTLAND COMMERCIAL PROPERTIES, Portland, Oregon, 2007-Present  
*Largest investment real estate brokerage firm in the Northwest. with over \$20 billion in investment transactions in 2007.*

### Corporate Real Estate Associate, National Retail Group

Focus business development efforts on retail investment opportunities. Establish relationships within the real estate community with private individual and institutional investors, as well as real estate developers. Provide clients with local, regional, and national perspective on the real estate market, serving as key advisor to clients to help them improve property operations. Represent both buyers and sellers of income-producing properties. Handle multiple administrative activities that include due diligence, inspections, documentation, assistance in securing financing, cash flow modeling, return projections, and property valuation. Member of International Council of Shopping Centers. *Selected Accomplishments:*

- **Developed and built database comprised of property owners in Marion and Clackamas counties, with 6,000+ local properties across 26 zip codes currently housed in the database.** Improved business development and decision-making activities for the company as a result.
- **Completed analysis on marketability of a 390,000 sq.ft. Retail portfolio and market valuation of a 56,000 sq.ft. Retail portfolio.** Currently marketing multiple land portfolios to developers of retail, office, multi-family, and self-storage properties.
- **Exceeded expectations by analyzing \$80 million in total properties for 2007.**

GRUBB & ELLIS COMPANY, Santa Ana, CA, 2006-2007

### Corporate Real Estate Associate

As Tenant Representative, in charge of negotiating leases for local companies to relocate their businesses to new locations and improve client service/revenue growth. As Buyer Representative, conducted site analysis and selection for local firms. *Selected Accomplishments:*

- **Worked with client (medical research firm) in upgrading from Class C to Class B office space to impress their high-profile clients, including Merck, Johnson & Johnson, and other major pharmaceutical companies.** Negotiated additional 29% in tenant improvement expenses without having it amortized into lease rate.

(CONTINUED)

*CORPORATE REAL ESTATE ASSOCIATE, CONTINUED*

- **Collaborated with client in renegotiating lease and identifying office spaces in the Brea / Irvine market** that met client's current lease rate, leading to client's extension of current lease and renovation of office suite (1<sup>st</sup> renovation in 13 years). Market research showed client was paying above market lease rate leading to client extending current lease without paying rent bumps and renovation of office suite.
- **Negotiated land deal within industrial overlay district in which the new owner was able to purchase tract of land at 60% of market value.**

BURKE REAL ESTATE GROUP, Orange, CA, 2006

**Senior Corporate Real Estate Associate**

Directed day-to-day brokerage activities involving contract pursuit, due diligence, sales strategies, purchaser identification, and deal negotiations for small boutique real estate investment firm. Conducted in-depth financial, market, and demographic analyses. Selected Accomplishments:

- **Functioned as Buyer Representative for commercial office transaction valued at over \$1 million. Worked on deal in which purchasers realized a 20% profit prior to property closing and achieved a 50% profit after 2 years of ownership based on all-cash purchase.**

**ADDITIONAL EXPERIENCE**

DANIELS MANUFACTURING CORPORATION, RJT INC., Daniels, FL, 1994-1996 / Detroit, MI, 1997-2004

**Project Consultant**

Selected Accomplishments:

- **Coordinated modernization and rationalization of \$120 million machining and assembly company, generating \$1.2 million-plus in annual savings by planning and managing installation of \$300,000 assembly line.**
- **Worked in conjunction with consulting team in developing and managing \$22 million modernization plan for \$85 million division of a mid-sized manufacturing firm. Achieved on-time, under-budget project completion, increased throughput 20%, and helped division achieve \$30 million sales increase.**

FORD MOTOR COMPANY, Detroit, MI, 1988-1991

**Communications Associate / Manufacturing Staff Intern**

Selected Accomplishments:

- **Planned and coordinated design/development of in-plant communications for flagship facility of world's 3<sup>rd</sup> largest automobile manufacturer. Developed technical training and informational materials for broadcast via closed circuit television to 2,500 employees throughout the plant.**
- **Created and implemented comprehensive safety program that helped plant achieve #1 ranking for safety among 11 North American assembly plants. Built Quality Awareness program that reduced warranty costs, accomplishing above goal through joint effort with plant management and UAW leadership.**

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**EDUCATION & CREDENTIALS**

**Master of Business Administration, Marketing Management (GPA 3.7), 2005: JONES UNIVERSITY, Centennial, CO**

**Bachelor of Arts, 1989: NORTHWESTERN UNIVERSITY, Evanston, IL**

**Licenses/Certifications:** Current Enrollment in Certified Financial Analyst (CFA) Program; Licensed Real Estate Agent, Oregon Real Estate Commission

# Patricia L. Richardson

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## Mission:

- To participate with a sales team as a **Commercial Real Estate Associate** in such a way that ensures investments exceed client's expectations for value and cost, increases their portfolio's value and profitability, and allows team members to learn new skills and grow professionally.

## Career Capsule

Organized and disciplined team player with the ability to excel in independent positions requiring minimal supervision, the ability to simultaneously handle multiple tasks and skills in the areas of:

- Strategic Planning
- Market Analysis
- Prospecting/Networking
- Rapport Building
- Identifying Decision Makers
- Assessing Client Needs
- Effective Presentations
- Financial Analysis
- Contract Negotiation & Administration
- Managing Key Accounts
- Problem Solving

## Licensure

**Oregon Real Estate Commission, Eugene, Oregon**

- Licensed Realtor** 5/04

## Education

**Jones International University, Centennial, Colorado**

- Master of Business Administration, Marketing Management** 5/05  
MBA Course work also completed at University of Pennsylvania & Oregon State University

**Northwestern University School of Communication, Evanston, IL**

- Bachelor of Arts Degree in Radio-Television Broadcasting** 12/89

## Career Accomplishments

**Portland Commercial Properties, Portland, Oregon**

- Associate National Retail Group – Concentrating on retail investment opportunities in northeast Marion County. Recently completed an analysis on the marketability of a 390,000 square foot retail portfolio for a national investment group. To date have also completed a market analysis on a 56,000 square feet retail portfolio. Responsible for compiling database of property owners in Marion and Clackamas Counties, to date the database contains 26 zip codes and over 3,000 owners of targeted properties.

**Grubb & Ellis Company, Santa Ana, CA**

10/06 to 3/07

**Corporate Real Estate Associate**

- Tenant Representative: Negotiated leases for two area businesses to relocate their businesses to new locations that would allow them to service their clients more efficiently, attract a larger client base and increase their firms' revenue and profitability. Was able to negotiate an 18% cost reduction in one lease renegotiation and have land lord agree to tenant improvements in excess of \$25,000. A medical research company was relocated to another office building and was able to obtain 1500 square feet more space in a higher grade building and only pay \$1 per square foot more in their overall rent and was able to negotiate \$30,000 over the original budgeted tenant improvement allowance.
- Buyer Representative: Conducted site analysis and selection for two local construction firms located in Orange County. A client was leasing space and needed to purchase a company owned building near

high growth areas as part of their asset building strategy to prepare for the future sale of the business. The other client had outgrown their current building wished to relocate their business to Parker County in order to add another revenue stream to their current business model. Negotiated a land deal in an industrial overlay district where the new owner was able to purchase the tract of land at 60% of market value.

**Burke Real Estate Group, Orange, CA**

**Vice President**

**3/06 to 9/06**

- Buyer Representative in a commercial office transaction valued at \$1,100,000. Property was purchased at \$198,000 less than Orange County Appraisal District's valuation and was part of a 1031 land exchange.

**Daniels Manufacturing Corporation, Daniels, Florida**

**1/97-12/04**

**Project Coordinator**

- **Transfer of Plant Operations:** Team member that facilitated the closing of two manufacturing facilities to ensure compliance with the WARN Act. Coordinated with supply chain management and vendors to ensure that product inventories were bridged to fulfill customer requirements (Delphi, Bosch and TRW) during the transfer of parts and machinery to a plant in Mexico.
- **Plant Consolidation:** Member of a team that implemented a plant consolidation program by moving and assembling operating equipment to another facility. Set and ensured attainment of milestones to close the inefficient facility in Utah and transfer production to an existing, larger facility in Michigan.
- **Plant Modernization:** Coordinated the modernization and rationalization of a \$120 million machining and assembly company. Planned and managed the installation of a new \$300,000 assembly line that saved over \$1.2 million annually.

**RJT, Inc., Detroit, Michigan**

**9/94-12/96**

**Project Coordinator**

- **Plant Modernization:** Participated with a consulting team that developed and managed the \$22 million modernization plan for an \$85 million division of Magnode Aluminum and Die-Casting. Completed project on time and under budget. Increased throughput 20%.

**Ford Motor Company, Detroit, Michigan**

**5/89-2/91 and 5/88-8/88**

**Communications Associate**

(9/89-2/91)

**Manufacturing Staff Intern**

(5/88-8/88) & (5/89-8/89)

- **Project Management:** Planned and coordinated the design and development of in-plant communications for the flagship facility of the world's third largest automobile manufacturer. Researched, designed, developed technical training, and informational materials for broadcast via closed circuit television to 2,500 employees throughout the plant. Planned and managed an annual operating budget of \$250,000. Trained, supervised, and evaluated performance for a staff of 4 video production personnel. Consulted with senior management and union leaders to produce promotional/incentive products. Reported directly to Plant Manager.
- **Production:** Performed all filming, editing, and postproduction for videos from 10-90 minutes in length. Operated state-of-the-art cameras, sound equipment, and A/B Roll editing equipment. Produced a ten-minute weekly *Plant News Program*. Created and produced 70 training and technical videos annually.

## Achievements:

- **Equipment Upgrade:** Wrote and presented to the PQI Ford/UAW Board, a proposal to secure \$110,000 of equipment for a state-of-the-art production facility. Board approved and implemented the proposal. This allowed for significant cost reduction being realized through producing high-end productions in-house and the messages being conveyed capturing the employees' attention.
- **Safety Improvement:** Developed and implemented a comprehensive safety program that significantly reduced accident-related lost time and ranked the Detroit plant #1 for safety among 11 North American assembly plants.
- **Quality Improvement:** Created a quality awareness program that resulted in reduced warranty costs. Vehicles assembled in the plant received the highest corporate quality audit scores.