

JANINE CHEN

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SUMMARY

Certified Public Accountant with over 15 years of accounting and finance experience in both the private and public sectors. Experience includes leading accounting operations, financial reporting, internal controls, treasury management, budgeting and liquidity, and commercial property management. Other skills include reviewing JV agreements and tenant leases as well as negotiating loan documents and vendor agreements.

WORKING EXPERIENCE

G&M Realty Ventures, LLC, CA - Senior Project Finance Consultant on the Menlo Gateway Office Project. Work closely with the finance team to prepare debt and equity draws, manage project budget, and ensure financial compliance in accordance with equity partner and lender requirements. Other responsibilities include financing and due diligence support, construction cost audit, lien release review, tenant relationship management, and document review including lease, development, funding and disbursement agreements.

Meridian, San Ramon, CA – Worked as an Asset Manager for a full-service, commercial & retail real estate developer. Oversaw the annual budget, cash flow and NOI projections for build-to-suit and value-add properties. Worked with construction team to monitor capital expenditures and tenant improvement allowances in accordance with approved budgets. Performed analyses to provide insight into risk and opportunities to influence investment and disposition decisions. Procured and monitored adequate, current, and competitively priced insurance coverage. Reviewed and negotiated loan agreements and service contracts.

Marcus & Millichap Corporate Services, Palo Alto, CA – Served as an Assistant Corporate Controller. Managed the annual budgeting and quarterly forecasting processes, implemented a new financial and cash planning system, reviewed quarterly financial covenants, managed annual audits and monthly closings, implemented internal controls and policies, and supervised a team of 4-5 staff.

PricewaterhouseCoopers, New York, NY – Executed all phases of audit process including planning, developing audit procedures for control testing, and substantive testing in accordance with GAAP. Prepared written deliverables such as technical accounting memos and audit committee and management presentations. Established and managed engagement budgets and revenue forecasts, identified overruns and inefficiencies, and provided solutions to senior engagement members.

EDUCATION

BS, Business Administration, University of California, Berkeley