

Kelsey Stone

Leander, TX

EDUCATION

Tarleton State University (Member of Texas A&M University)
Bachelor of Business Administration; Finance Major

Stephenville, TX
December 2013

- Institution GPA: 3.34/4.0; Major GPA: 3.48/4.0
- Top 20% of Tarleton State University College of Business Administration

WORK EXPERIENCE

BAD DEVL, LLC

VP of Operations

Leander, TX
June 2018 – Present

- Manage due diligence for the purchase and disposition of real estate property
- Secure entitlements for each property being developed and manage the process through permitting
- Contract and manage consultants and contractors for each development, for the term of the project
- Administer accounting for all entities, including maintaining records of assets and funds, preparing portfolios, drawing up budgets, setting up escrow accounts, and preparing statements and reconciliations

Retail Planning Corporation
Assistant Property Manager

Marietta, GA
August 2015 – May 2018

- Create annual budgets, five-year capital plans, annual business plans, reforecasts, CAM reconciliations, and monthly financial reports, inclusive of detailed variance analysis
- Communicate with the Owners of each asset on a weekly basis to discuss budget submissions, ongoing capital projects, reporting, and/or unforeseen events to achieve optimal asset performance and preservation
- Manage new lease process by abstracting lease, overseeing, and coordinating both Landlord and Tenant obligations in a timely manner, including Tenant build-out and finalizing Tenant Improvement Allowance
- Perform inspections for approximately 1.35M square-feet of Class A grocery-anchored retail property, primarily of the common areas and vacancies to maintain the portfolio at a Class A level of appearance
- Prioritize and schedule budgeted CAM projects, capital projects, and preventative maintenance, while confirming that projects meet all local ordinances and codes

RCG Ventures, LLC

Assistant Property Manager

Atlanta, GA
May 2014-June 2015

- Prepare annual budgets, monthly financial variance analysis, and CAM reconciliations for individual value-add portfolio properties
- Prioritize capital projects, draft contracts, and manage bid process against budget for most cost-effective solutions, while also determining slippage of particular projects
- Manage day-to-day operations of the assigned portfolio, including serving as the primary liaison between the landlord, vendors, and tenants
- Administer tenant leases and maintain good tenant relations; abstract, understand, and enforce lease terms
- Perform periodic inspections of the portfolio, primarily of the common areas and vacancies, in order to maintain the assigned portfolio at a high level of appearance and performance
- Obtain and supervise vendors; evaluate service contract requirements and establish performance specifications and documents

ADDITIONAL INFORMATION

Land Use Analysis: Daily use of online appraisal districts to identify opportunities for development, following announcements of major real estate news, as well as working with land development consultants daily

Interests: Being a Mom, Cooking, Art, and Current Events