

****CONFIDENTIAL****

TERRY S. BURKA

TSB7111@gmail.com
[REDACTED]

PROFESSIONAL EXPERIENCE

Broad Street Realty, Reston, VA (OTCQX: BRST)

Senior Vice President, Head of Asset Management

2020 - Present

Supporting and reporting to the CEO and CFO, I lead strategy creation and execution for a 2M SF national portfolio of retail and mixed-use assets excluding fee-managed assets. Full accountability for the Asset Management, Property Management/Engineering, Brokerage, Marketing and Lease Administration teams.

- Raise capital and maximize asset and portfolio value by building a high functioning team/culture, use of various SaaS in conjunction with dynamic Excel models, and cash flow management
- Responsible for annual business plan and KPI setting, proactive execution and performance tracking. (ROI, NOI, IRR, DSCR, DY, YOC, NPV, NER, physical/leased/economic occupancy, rent commencements, capital projects, operating budgets)
- Lifecycle supervision of all new and renewal lease negotiations, tenant turnover, CAM billings, collections
- Create, implement and review internal controls/SOPs to reduce risk, improve workflows while managing cross-functional teams
- Support Acquisitions team via market studies, operational and legal due diligence, acquisition model inputs
- Responsible for extensive reporting for institutional capital partners, lenders, Board of Directors, and SEC reporting.

Mapletree US Management, New York, NY (SGX: MIT)

Vice President of Property Management, USA

2018 - 2019

Vice President of Asset Management and Investment, USA

2017 - 2018

Direct responsibility for building and operating the US Investment Portfolio as well as Property/Facility Management and Procurement platforms that oversee a national portfolio of 260 assets, 55M SF, \$7B AUM consisting of Student/Multi-family Housing REIT, Data Center REIT, Industrial, Office and Corporate HQ Functions.

- Built US onshore team from two headcount to 65 leased/built out NYC HQ and four regional offices (Los Angeles, Atlanta, Dallas, Chicago), and brought Asset Management and Property Management internal
- Onshore operational lead for \$4.2B Industrial REIT, Data Center portfolio (\$800M AUM), and Class A Office
- Onshore operational/Investment lead for \$2.8B Private RE fund in Class A Student (14k beds)/Conventional (2k units), Data Center portfolio (\$800M AUM), and Class A Office
- Directed P&L budgeting and FY business plan to execute AVG \$140M opex/\$65M capex annually
- Direct RFP and management lead of four outsourced service providers (OSPs) for \$1.8B in Class A Conventional/Student assets and four additional OSPs overseeing all other real estate verticals listed above

Vie Management, Miami, FL

Vice President

2015 - 2017

Lead business planning and execution of a \$500M AUM national portfolio of multi-family market rate, student, and mixed-use assets.

- Lead a multi-region leadership team, full P&L draft and execution accountability
- Project Management of all value-add assets undergoing significant renovations, AVG project size \$15M
- Directed successful YOY community lease-ups, student turn process, and asset repositioning
- Maximized investor distributions via meaningful and varied revenue increases and opex reductions
- Responsible for portfolio commercial loan management and compliance (Covenants, lender reporting)
- Responsible for cash management, bank reconciliations and investor reporting packages

Gumenick Properties, Miami Beach, FL

Senior Property Manager

2014 - 2015

Lead strategy execution and operations for a 539K SF multi-tower, Class A luxury mixed-use high-rise, with marina in Miami Beach and a 219K SF commercial asset with multi-deck public/private garage and public climate-controlled storage. Owner's onsite representative for a \$65M redevelopment, rebranding and lease-up.

East Coast Realty Ventures, Miami Beach, FL

Southeast Regional Vice President

2010 - 2014

Analyst/Asset Manager

2006 - 2010

Direct P&L and operational accountability for 2M SF branded/boutique hotel portfolio with commercial tenants.

- Increased revenues 5-8% annually by controlling expenses and increasing ADR from property improvement plans
- Provided leadership and oversight to multiple departments (revenue, entertainment, restaurant, engineering, housekeeping/laundry, transportation, and security)
- Managed accounts payable/receivable, cash-on-hand accounts, debt service/escrows, lock-box submissions, taxes, insurance, utilities, CapEx, FF&E and OS&E, aged delinquencies, and percentage rents
- Refined operational facility programs for mechanical, electrical, structural, elevator, energy and utility, life-safety/ADA, and quality assurance; incl. permitting, test notices, and building code enforcement

United States Army, Washington, DCSpecialist (3rd U.S. Infantry, the Old Guard)

2001 - 2006

Infantry Team Leader for National Capitol Region Immediate Response Combat Force, Ceremonial and Security Escort for President G. W. Bush/foreign dignitaries. Notable Duties: State Funeral of President Ronald Reagan, Tomb of The Unknown Soldier in Arlington National Cemetery, 200 full honors burials in Arlington National Cemetery.

EDUCATION/OTHER**Florida International University, Miami, FL**

Masters Business Administration, International Business

Bachelors Business Administration (*magna cum laude*), International Business and Finance**Highest Clearance Held:** Secret, Clearable

Technical Skills: MS Office, Entrata, MRI, Yardi, Onesite, RealPage, JD Edwards, Angus, Impakt, SAP, Placer AI, Costar/Loopnet, Salesforce/Apto, Argus

Military Awards: Army Commendation Medals (2), Army Achievement Medals (2), Global War on Terrorism Medal, Good Conduct Medal, National Defense Medal, German Proficiency Insignia (Gold)