



Berkeley  
Real Estate Club

# Newsletter

*May 2009 Summer Break Edition*

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## General Announcements:

### **BREC Newsletter – Summer Edition**

BREC Members - this will be our final newsletter of the school year. In passing this along the BREC leadership team would like to bid a fond farewell to the Class of 2009 as we look forward to welcoming the class of 2011 this fall. Although the newsletter will be taking a three month hiatus, please feel free to continue to forward meaningful information to fellow BREC members via the BREC mail list or via the relevant members of BREC leadership.

### **Bank of America Low Income Housing Challenge**

Tuesday May 5, 2009  
5:30 – 7:30 pm  
Community Room  
201 Turk Street  
San Francisco, CA

Please join us to celebrate the conclusion of this year's student competition at the newly renovated Community Room at the 201 Turk Street Apartments! Lynn Jacobs, director of the California Department of Housing & Community Development, will help us in announcing this year's winning project proposal. We'll also highlight the accomplishments of Challenge alumni and past projects over the 17-year legacy of the event.

Business casual attire.

Refreshments will be served.

Please RSVP to Tessie Ballelos at 415-913-3389 or email at [Tessie.ballelos@bankofamerica.com](mailto:Tessie.ballelos@bankofamerica.com)

## Upcoming BREC Organized Events:

## Upcoming Industry Organized Events:

### **Disclaimer on Industry Events**

BREC Leadership would like the newsletter to be a quick and easy source for BREC members looking for networking and learning opportunities in the Bay Area. To that end, the events most likely to be included in the newsletter will be in the East Bay, Peninsula, or South Bay.

For a more complete listing of industry events, we encourage BREC members to check these organizations respective web sites regularly.

Urban Land Institute – <http://www.ulisf.org/>

NAIOP – <http://www.naiopsfba.org/>

USGBC – <http://www.usgbc-ncc.org/>

BOMA – <http://www.bomasf.org/>

## Urban Land Institute – San Francisco

### Spring Meeting Roundtable Review

Tishman Speyer, 555 Mission Street, 33<sup>rd</sup> Floor  
San Francisco, CA

Monday May 4<sup>th</sup>, 2009 / 4:00 pm – 6:00 pm, light reception following

Closest BART/Muni station is Montgomery

This program is eligible for sponsor tickets.

Hear Bay Area-based experts report on national and global trends gleaned from ULI's April Spring Meeting in Atlanta. After the panel presents, we will break up into roundtables and you'll have the opportunity to ask questions and have small group discussions at panelists' tables. Join us for a cocktail reception immediately following.

#### Capital Markets

Stephen Van Dusen  
Managing Director  
Eastdil Secured

Damian Manolis  
Managing Director  
Prudential Real Estate Investors

#### Residential

Andrew Hudacek  
Senior Vice President  
Sares-Regis Group

Dan Diebel  
Vice President  
Urban Housing Group

#### Retail

Alan Billingsley  
Director  
RREEF

John McNellis  
Partner  
McNellis Partners

Office and Industrial

Jeanne Myerson  
President/CEO  
The Swig Co.

Kathleen Burgi-Sandell  
Senior Vice President/Regional Manager  
James Campbell

Sustainability/Transit Oriented Development

Jean Rogers  
Principal  
Arup

Shelly Poticha  
President/CEO  
Reconnecting America

Moderator:  
Jeff Smith  
CFO  
Sack Properties

Costs:

\$55 Members / \$95 Non-Members  
\$25 Public Members / \$55 Public Non-Members  
\$40 YLG Members / \$75 YLG Non-Members  
\$15 Student Members / \$30 Student Non-Members  
\$15 ULI Unemployed Members\*

\*To take advantage of this discount, members must register by fax 1-800-248-4585 or by calling ULI Customer Service 1-800-321-5011.

Sponsors get 1-6 free tickets based on level of sponsorship.

Pre-registration deadline was April 30, but we will welcome on-sites. On-site registration fee is \$10 extra.

**South Bay Brownbag: Job Seekers Coaching**

Skyline at Tamien Station, Penthouse, 1375 Lick Ave.  
San Jose, CA 95110  
Thursday May 7<sup>th</sup>, 2009 / 12:00 pm – 1:30 pm

Have you recently lost your job or hoping to break into the real estate industry? This brownbag will provide you with insight as to what to expect in the market during this downturn and an opportunity to place your skill set and experience in context with needs in the marketplace. The discussion, led by the Partners at Terra Search, will focus not only on full time job opportunities, but will discuss the continuum of possible short and long-term opportunities – from temp and contract jobs, to starting your own business, to landing a full-time job. You will come away with a strategy and broader range of options to execute

your next real estate career steps.

This job seekers brownbag will be held three times around the Bay, 12:00-1:30:

Thursday May 7

Skyline at Tamien Station, Penthouse  
1375 Lick Avenue  
San Jose, CA 95110

Thursday June 4

Wendel, Rosen, Black & Dean LLP  
1111 Broadway, 19th Floor  
Oakland, CA 94607

Thursday July 9

Sheppard Mullin Richter & Hampton LLP  
Four Embarcadero, 17th Floor  
San Francisco, CA 94111-4109

Free, for ULI Members only

Questions? For questions about registration or special needs requests, please call ULI Customer Service at 800-321-5011.

To register, please login here or call Customer Service at 800-321-5011.

## **Developing Green: The Future is Now, Are You Ready?**

May 12-13, 2009  
The Beverly Hilton Hotel  
9876 Wilshire Blvd, Los Angeles, CA  
Student Price: \$125

Details:

<http://www.uli.org/sitecore/content/ULI2Home/Events/Conferences/Americas/Green/Green2009/Green.aspx>

## **South Bay Brownbag: Stanford Outpatient Center**

Stanford Medicine Outpatient Center  
450 Broadway, M/C 6313 Grands Conference Center, Pavillion B, 2<sup>nd</sup>  
Friday May 15<sup>th</sup>, 2009 / 12:00 pm – 1:15 pm

Brownbag lunches provide an opportunity for an informal interchange in an intimate setting with a local real estate leader who will discuss hands-on real estate issues, for ULI members only. There is no cost and attendees provide their own lunches.

South Bay Brownbag: Stanford Outpatient Center

Friday, May 15th, 2009/12-1:15pm

Stanford Medicine Outpatient Center, 450 Broadway, M/C 6313, Grands Conference Center, Pavilion B, 2nd floor, Redwood City, CA

On February 17, 2009, Stanford Hospital opened new, state-of-the-art facilities in Redwood City, including 360,000 square feet of specialized services. The Outpatient Center comprises four pavilions, 96 exam rooms and eight operating rooms. Office space is provided for 400 employees - among them, 100 faculty physicians.

The move to Redwood City comes 50 years following the move from San Francisco to the Stanford Campus of the School of Medicine and the Stanford Hospital. The Hospital purchased the Redwood City Property in 2005, and has spent much of the last four years planning and constructing the improvements. Uniquely, this process involved feedback from patients about what they expect from an outpatient experience, from doctors about the latest clinical technology, and from staff about creating an environment that enables them to do their best for their patients.

Stanford Hospital is ranked #16 on the U.S. News and World Report annual list of "America's Best Hospitals."

Free, for ULI Members only

Questions? For questions about registration or special needs requests, please call ULI Customer Service at 800-321-5011

To register, please login here or call Customer Service at 800-321-5011.

## **SF Entrepreneurship Brownbag Series Kick-off**

Holme Roberts & Owen, 560 Mission Street, #2500  
San Francisco, CA 94111  
Tuesday May 19<sup>th</sup>, 2009 / 4:00 pm – 5:30 pm

ULI San Francisco is proud to announce:  
Entrepreneurship Series "Transitions 101:  
Using the Downturn to Become an Entrepreneur"

The current economic crisis has created considerable financial challenges for many throughout our industry but has also provided tremendous opportunities for those willing to take the ultimate risk of branching out on their own. Many people in the real estate industry are asking whether this downturn has created the chance of a lifetime to become an entrepreneur. This timely discussion, the first in a multiple part series, will focus on the decisions facing new entrepreneurs, including how to:

- Find your niche;
- Source initial capital;
- Balance life needs with entrepreneurial risks; and
- Be successful

Panelists will also discuss which areas of real estate present the best opportunities in the

current market environment.

Speakers Include: Bruce Burkard, Four Corners Properties  
Michael Biggar, Orchard Parnters  
Laurence Pelosi, McKinley Partners  
Ron Nahas, Rafanelli & Nahas

Moderator: Josh Myerberg, Morgan Stanley

Location: Holme Roberts & Owen, 560 Mission St # 2500

Date: Tuesday, May 19

Time: 4-5:30pm, reception following

#### Pricing

\$25 Members/\$35 Non-Members

\$15 YLG Members/\$25 YLG Non-Members

\$10 Student, Public Sector & Non-Profit Members/\$20 Student, Public Sector & Non-Profit Non-Members

\*\$10 Unemployed ULI Members

\*To take advantage of this discount, members must register by fax 1-800-248-4585 or by calling ULI Customer Service 1-800-321-5011.

This panel program will then be followed up with the following series of brownbags:

- Tuesday, June 23: Flying solo: The Basics of Forming a Consulting Business with Michael Polentz, Manatt, Phelps & Phillips and Dave Cuneo, Calegari & Morris
- Tuesday, July 28: Strength in Numbers: Forming a Small Business with Partners Michael Polentz, Manatt, Phelps & Phillips and Dave Cuneo, Calegari & Morris
- Tuesday, September 22: Protecting my Best Asset – Me with Sofija Anderson, Littler

Brownbags are free for ULI Members only. Please see [www.ulisf.org](http://www.ulisf.org) for more information.

Questions? For questions about registration or special needs requests, please call ULI Customer Service at 800-321-5011.

[To register, please login here or call Customer Service at 800-321-5011.](#)

## NAIOP

### **Golden Shovel Competition: UC Berkeley vs Stanford**

Tuesday, May 5, 2009

Four Seasons Hotel

11:15 am – 1:30 pm

Cost: \$65 for NAIOP Members

Members may volunteer for free admission. E-mail Bao Vuong ([Bao\\_Vuong@mba.berkeley.edu](mailto:Bao_Vuong@mba.berkeley.edu)) if interested in volunteering at this event.

Come support Haas at one of the biggest events of the year! The Golden Shovel competition pits Haas vs Stanford in a development competition where each team presents a development proposal for a pre-determined bay area site. Don't miss this chance to support your classmates in the biggest real estate grudge match of the year. If you are planning to attend please RSVP in the following Googledoc: [http://spreadsheets.google.com/ccc?key=pwB6QdDgVogW\\_ueb6PUmzdQ&hl=en](http://spreadsheets.google.com/ccc?key=pwB6QdDgVogW_ueb6PUmzdQ&hl=en)

## US Green Building Council (USGBC)

### USGBC Website

For all other events and materials please visit the USGBC's Northern California Chapter website: <http://www.usgbc-ncc.org/>

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## Career Corner:

### Disclaimer

All of the opportunities listed below have been circulated previously via CareerNet, direct mail from Cathy Garza, and/or direct mail from other BREC members. The opportunities below have all been circulated within the past month, however, it is possible they have expired. Please undertake adequate research into these opportunities before applying.

### Full-Time Opportunity: Shorenstein

Hello BREC team,

The following full time job announcement comes courtesy of Liane Wong, Haas MBA '99 in response to Dean Lyons' Hire Haas email. Apply through Shorenstein's website:

[https://shorenstein.hua.hrsmart.com/ats/js\\_job\\_details.php?reqid=522#](https://shorenstein.hua.hrsmart.com/ats/js_job_details.php?reqid=522#)

Asset Management Analyst

Shorenstein Realty Services

Location: San Francisco, CA

Job Type: Full Time

Summary:

Perform asset management related analysis with an emphasis on developing discounted cash flows and property valuations for properties within the portfolio.

Essential Duties & Responsibilities include the following. Other duties may be assigned.

- Perform accurate and complete net present value analysis for properties within the portfolio within established timeframes.
- Thoroughly analyze the impact of lease transactions to property value and yield within established timeframes.
- Thoroughly analyze the impact of capital projects to property value and yield within established timeframes.
- Accurately and thoroughly review assigned sections of the monthly MAP report to ensure assumptions and forecast are consistent with the investment strategy for the asset within established timeframes, ensuring timely deliverables for property distributions for property distributions and contributions.
- Accurately and completely update property valuations and investment strategies as required within established timeframes.
- Develop and produce accurate and complete required reporting to lenders, partners, and Shorenstein senior management within established timeframes.
- With Capital Transactions, accurately and thoroughly complete transition-related tasks including but not limited to developing budgets, reviewing leases, reviewing offering memorandum, responding to lenders to resolve underwriting questions, reviewing loan documents, and running models to show budget implications within established timeframes.
- Assist in the review of the annual operating budget to confirm consistency with property strategies.
- Participate in special projects as assigned completing high quality deliverables within established timeframes.
- Working with Property Management, coordinate and oversee the preparation of lender draw requests and present to Asset Manager for approval.

Job Requirements

Essential Skills & Qualifications:

- General knowledge of real estate evaluation as evidenced by a minimum 2-3 years experience in a related function.
- Advanced proficiency in Microsoft Excel and complex financial modeling software programs.
- Demonstrated ability to perform quantitative and qualitative analysis of assets using financial modeling techniques.
- Demonstrated ability to define problems, to collect data, to establish facts, and draw valid conclusions.
- Demonstrated ability to interpret a variety of information including information in technical and/ or mathematical form, and deal with several abstract and concrete variables.
- Demonstrated ability to read, to analyze, and interpret complex documents.
- Demonstrated ability to find, access, evaluate and use information.
- Demonstrated ability to provide analyses supported by numbers and facts.

- Demonstrated ability to manage multiple projects and priorities to conclusion within agreed upon deadlines.
- Demonstrated ability to effectively resolve problems that balance multiple needs and interests.
- Demonstrated ability to respond to changing and sometimes ambiguous situations.
- Demonstrated ability to present ideas, instructions and information effectively, both orally and in writing. Demonstrated ability to effectively share information to keep others informed both within and outside the department using appropriate communication methods.
- Demonstrated ability to express opinions and feedback in a clear and constructive manner.
- Demonstrated ability to effectively interact with other departments to ensure a high quality work product.
- Demonstrated ability to choose among alternatives when completing work. Work is periodically reviewed by management at key intervals for advice/guidance prior to completion.

Education/Experience:

- Bachelor's degree (B.A. or B.S.) in Finance or related field from a four-year college or university.
- Minimum 2-3 years experience in real estate valuation.
- ARGUS experience required.

Certificates, Licenses, Registrations: None

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Working Environment:

- Work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee works in an office environment.

Travel may be required up to 15% of time on the job.

**Full-Time Opportunity: National Housing Trust – Enterprise Preservation Corporation**

Hello BREC members,

The following job was posted on GreenJobs.com on 4/23/09. It doesn't call for an MBA, but someone with a background in "design and/or construction oversight of projects incorporating sustainable features. LEED accreditation preferred. Experience analyzing energy and water audits is recommended."

### Sustainable Project Manager

Industry: Any  
Category: Energy Efficiency/Conservation  
Job Type: Employee  
Job Status: Full Time  
Relocation: None  
Location: Washington, DC  
Compensation: Open

#### Description:

The Sustainable Project Manager ("SPM") participates in the Trust's real estate development operations conducted by a separate, affiliated nonprofit organization, National Housing Trust – Enterprise Preservation Corporation ("NHT/Enterprise"). The SPM is responsible for working with other staff and outside professionals to identify "best practices" in environmentally appropriate renovation and retrofitting of multifamily housing, incorporating green design in the renovation of new NHT/Enterprise projects, retrofitting of existing projects in NHT/Enterprise's portfolio, identifying programs and funding sources for green repairs and improvements, and oversee renovations.

Specific Responsibilities: The direct supervisor of the Sustainable Project Manager is the Vice President.

Development Related: The SPM is an employee of the National Housing Trust. The SPM shall be able to perform these tasks on his/her own with limited oversight of the Vice President.

Such tasks include:

1. Working with development staff, develop conceptual renovation plans for new projects being pursued by NHT/Enterprise.
2. Work with development staff to select appropriate design and construction professionals such as project architects, energy auditors, engineers, and contractors.
3. Work with selected professionals to develop refined scopes of renovation (with emphasis on inclusion of green design, repairs, and improvements) and cost estimates to be used by development staff for finance feasibility analysis and ultimately finance proposals.
4. For existing properties in the NHT/Enterprise portfolio, coordinate energy and water audits to identify the potential and need for green retrofits.
5. Research and study federal, state, and local laws, and public and private philanthropic

programs, to identify potential sources of funding for green and energy efficient repairs and improvements. Train development staff on the use of such funds, their terms, and considerations for inclusion in financial underwriting and feasibility analysis.

6. Upon construction start, monitor renovations.

7. Approve contractor and other construction related requisitions. Assist development staff in preparation of full requisitions to lenders and investors. Ensure contractor understands and is accountable for green goals of project and that green measures are included in specifications and plans.

8. Develop system(s) for monitoring the benefits derived from green improvements including having access to utility data for all electricity, gas and water consumption in the building(s).

9. Report on findings of benefits to funders, development staff and residents.

10. Develop and update "Master Green Spec Books" for properties that will aid property management staff in ongoing building operations. Specifications will include but not be limited to information on items such as low/no VOC paints and sealants, green label certified carpet and flooring, energy efficient water heaters, low-flow fixtures, masonry sealant, plants and landscaping and other products. This important reference tool will support management's ability to maintain a green pedigree throughout its life. Convey contents of master green spec book directly to property management staff.

11. Establish and oversee a small Green Construction Fund from which loans will be made to pay for certain green repairs at NHT/Enterprise properties and paid back from savings generated as a result of those repairs.

#### Public Policy:

1. Assist with the development and implementation of policy engagement to enhance the availability of resources for green retrofitting of affordable multifamily housing all over the U.S by sharing learnings from projects and regulatory challenges to implementing desired green improvements.

2. Represent the National Housing Trust in meetings with other national housing organizations, legislative staff, Congress, Executive Branch and state and local government agency staff to discuss the greening of affordable multifamily housing.

#### Requirements

##### Qualifications:

Minimum: B.A. and three - five years of experience in the field of construction, with significant experience in design and/or construction oversight of projects incorporating sustainable features. LEED accreditation preferred. Experience analyzing energy and water audits is recommended.

Individual must possess the following abilities:

- Research and apply potential green programs or funding resources of which the National Housing Trust might take advantage in fulfilling its mission.
- Negotiate contracts and agreements.

- Convey complex concepts to less technically adept audience.
- Work independently, fulfilling the responsibilities outlined above with limited guidance from supervisor.
- Work as a member of a highly motivated team is critical, as well as a commitment to affordable housing.

Sense of humor essential. Please send your resume and a cover letter to [kfrank@nhtinc.org](mailto:kfrank@nhtinc.org). No phone calls please.

#### Company

At the National Housing Trust ("NHT"), we safeguard affordable apartments through real estate development, lending and public policy advocacy. By revitalizing existing apartments, we better the quality of life for the families and elderly who live there. We believe preserving and improving existing affordable homes is the essential first step in solving our nation's housing dilemma. NHT incorporates sustainable and environmentally appropriate design, repairs, and improvements to the affordable housing it preserves or helps others to preserve.

### **Full-Time Opportunity: Green Street Advisors**

Hello BREC members,  
I saw this posting on ULI's SelectLeaders and wanted to make you aware of it:

Research Associate - Green Street Advisors

*March 13, 2009*

 [Apply](#)  [Save](#)  [Email This](#)

[Green Street Advisors](#)

*Newport Beach, California 92660*

<http://www.greenst.com>

Green Street Advisors is seeking a highly motivated candidate with relevant work experience and superior academic credentials to join its research team as an Associate. Green Street is the preeminent independent research firm specializing in Real Estate Investment Trusts (REITs) and offers the unique opportunity to launch or advance a career in equity research as part of an oft-referenced, well-respected and acclaimed research team.

The successful Associate will be the main support for the research group, directly reporting to and closely working with top management. The Associate will be responsible for the following key job functions:

-Supporting the senior analysts in preparing and publishing a wide range of research reports.

-Preparing and maintaining financial models, projections, and databases.

-Collecting and organizing real estate information on markets and submarkets throughout the United States.

-Understanding the implications and the impact of news events and economic forces on specific companies, sectors, and assets.

-Interact with the firm's senior analysts, REIT management teams, and institutional investors.

-Analyzing diverse data to form a cohesive macroeconomic outlook.

-Valuing a number of REITs using a combination of quantitative and qualitative analyses.

After proving him/herself quantitatively and qualitatively, Associates typically can expect career advancement to Senior Associate or Analyst.

In addition to a strong work ethic and motivation to learn, the Associate position requires the following skills: meticulous attention to detail, strong financial modeling skills, exceptional research and communication (both written and verbal), high level of organization. Strong analytical skills and a background in finance are required.

The ideal candidate will have:

-A Bachelors degree or higher in finance, real estate, economics, or a related field.

-MBA and/or CFA a plus.

-Experience and working knowledge in publicly traded real estate securities, general securities, capital markets, or conducting financial/economic research.

-The ability to multi-task effectively and handle a large number and variety of tasks while maintaining accuracy.

-Expert knowledge of Microsoft Excel is required. Access knowledge a plus.

Comments: Please visit our website at [www.greenstreetadvisors.com](http://www.greenstreetadvisors.com) for more information. We have immediate openings at various levels. Please submit a cover letter and resume via email to [recruiting@greenstreetadvisors.com](mailto:recruiting@greenstreetadvisors.com). No phone calls please.

### **Full-Time Opportunity: Fannie Mae**

Hello BREC members,

Fannie Mae has many job openings, primarily in Washington DC. You can review the opportunities at

<http://www.fanniemae.com/careers/opportunities/index.jhtml?p=Careers&s=Career+Opportunities>

### **Full-Time Opportunity: SOHO China Limited**

Hello BREC members,  
See below for an opportunity that came through UC's Career Center. If interested, send resume and cover letter to:  
[peizhuo@sohochina.com](mailto:peizhuo@sohochina.com)

Website: [www.sohochina.com](http://www.sohochina.com)

#### SOHO China Introduction

Founded in 1995, SOHO China Limited is the industry leader in developing high-profile branded commercial properties in central Beijing. The company collaborates with internationally-recognized architects, translating their innovative designs into iconic real estate which possesses strong appeal to property investors and the local businesses and customer bases which they serve. Some of its landmark projects include award-winning Jianwai SOHO, SOHO Newtown, SOHO Shangdu, and Commune by the Great Wall in Beijing, as well as Boao Kempinski Hotel on Hainan Island.

On October 8, 2007, SOHO China was successfully listed on the Stock Exchange of Hong Kong as the largest IPO from China's private sector and the largest IPO for commercial real estate developers in Asia. The company was named as one of the Most Admired Companies in China by Fortune (China) Magazine in both 2006 and 2007.

SOHO China is committed to cultivating its employees' talent and career development in line with its overall mission of promoting entrepreneurship, creativity, and social responsibility. The company offers an attractive workplace to people from around the world who wish to make a positive contribution to China's urban landscape.

#### Management Trainee Program Introduction

##### Management Trainee Program

SOHO China is committed to cultivating its employees' talent and career development in line with its overall mission of promoting entrepreneurship, creativity and social responsibility. The company offers an attractive workplace to people from around the world who wish to make a positive contribution to China's urban landscape.

To meet the rapid development of SOHO China business, SOHO China plans to launch a "Management Trainee Program" in December 2008. The program aims to develop the trainees to be front line managers through a three to six month training and internship program. After the program is finished and performance evaluation is confirmed to be successful, we will appoint the trainee to a specific position based on his/her performance.

We are recruiting trainees with qualifications as below:

##### Skills and Previous Exposure:

MBA or Architecture Master degree;  
5 work experience preferred;

Overseas work or school experience preferred;  
Willing to work in real estate industry;  
Good sense of business and team work;  
Passion to make progress;  
Excellent communication skill ; analyzing and problem solving skill;  
Proficient in English and Mandarin.

Preferred Personality Type:

Hardworking and enjoy work life;  
Ambitious, aggressive but mature and patient;  
Outstanding learning ability and systematic in achieving results

## **Full-Time Opportunity: Equity Office**

Hello Brec members,

This opportunity came through your classmate, Eric Ramm. Apply online at [equityoffice.com](http://equityoffice.com) (search for job #321536) If you apply, send a follow-up email to [careers@equityoffice.com](mailto:careers@equityoffice.com).

Company

Description

Equity Office is an owner and operator of primarily Class A office buildings in multiple markets across the country. The company is an affiliate of the Blackstone Group, a premier global private equity firm. Equity Office is headquartered in Chicago, IL, and has approximately 800 employees nationwide.

Responsibilities

### **JOB SUMMARY**

Provide analytical, asset management, and investment analysis support to regional senior management for the portfolio. Responsible for the analysis and reporting of monthly financial results, and operational trends. Manage, coach, and mentor analyst staff, and provide training in real estate concepts and process details.

### **ESSENTIAL JOB FUNCTIONS**

? Review monthly financial results and prepare an analysis of operating trends and variances by region/account category.

? Identify and highlight key operating trends and assist in the preparation of financial operating results commentary for senior management and monitor financial metrics on a quarterly basis.

? Support operating expense recovery processes including the calculation of prepayments, reconciliations, and year end accruals.

? Assist with the development of standard regional financial reporting needs in conjunction with Director of Regional Finance.

? Manage the budget and forecasting processes. This will include

training of the tools to the property management teams in addition to guidance and support for the teams throughout the process.

? Perform lease analysis and tenant credit analysis in support of regional leasing efforts.

? Manage regional payroll allocation tables.

? Responsible for the property cash flow updates and related reporting which are used to project corporate earnings.

? Train your analyst staff on real estate concepts, fundamentals, budgeting and forecasting via Clarity, and ensure accuracy of their work product.

? Assist senior management with ad-hoc special projects and portfolio-wide analyses.

Qualifications

The ideal candidate should have a bachelor's degree in finance with 3+ years of financial analysis experience with 1+ years in real estate finance. The ability to read and interpret lease agreements, partnership agreements, and financial statements. Knowledge of real estate fundamentals, valuation concepts, debt fundamentals, property management and leasing issues, and a strong ability to research, analyze and draw conclusions is required. Excellent excel skills required and Argus exposure is preferred. Prior management experience in team oriented environment preferred. Strong leadership and supervisory capability coupled with excellent written and verbal communication skills are necessary. Must be willing to take on new challenges beyond your current skill set as challenges in the group arise.

Closing Statement

Equity Office offers competitive salaries and a robust benefits program which includes 401(k), comprehensive medical, dental and vision insurance plans, educational assistance, flexible work arrangements and more!

For immediate consideration, please apply online at [www.equityoffice.com](http://www.equityoffice.com) and send a follow up email and resume to [careers@equityoffice.com](mailto:careers@equityoffice.com).

Equity Office is committed to a diverse workforce. EOE M/F D/V

## **Full-Time Opportunity: Stanford University Investment Associate: Real Estate and Natural Resources**

Hello BREC members,

See the link below for a FT Investment Associate, Real Estate and Natural Resources position at Stanford passed along by your classmate, Bill Doyle.

<http://recruit.trovix.com/jobhostmaster/jobhost/ViewJobPostDetails.do?title=INVESTMENT+ASSOCIATE%2c+REAL+ESTATE+%26+NATURAL+RESOURCES&jobPostId=ku7oajit25b6ramm3zrfqucoza&accountId=de85ad313f8598db1c42b567a3df24a00497ba22&button=&action=viewDetails&tid=0207-gbqsz5jwdje3nn43lwpsxuidqf>

## Other Announcements:

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BREC Website Link: <http://www.berkeleyrealestateclub.org>

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