
ELIZABETH M. SCHWISOW
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SOCIAL MEDIA INTERN

January 2023 to May 2023

Ryan Mayer Coaching Services (remote from Denver, Colorado)

- Contributed to management of nearly 569,000 social media followers for @adhd_coach_ryanmayer & 5 million total social media content impressions in 2023 across all social media platforms.
- Sourced & closed 1 national commerce brand partnership.
- Researched, forecasted, strategized & presented decision-making analytical interpretations used to optimize effective use of apps, systems, AI, & SEO to reach targeted audiences & channel traffic to brand & business platforms while fostering community & maintaining authentic engagement.

INVESTMENT ACCOUNTING MANAGER

December 2020 to June 2022

The Laramar Group (Denver, Colorado)

- Managed monthly, quarterly, & year-end accounting deliverables for four joint venture funds consisting of over 15 residential commercial & mixed-use real estate investments.
- Responsible for maintaining the general ledger, account reconciliations, variance analyses, & intercompany activities to prepare quarterly GAAP compliant fair market value financial statements & footnotes in accordance with agreements.
- Executed the reporting of 3 dispositions, 12 acquisitions (5 for a new joint venture fund & 5 with affordable housing subsidies) including due diligence, prorations, funding & cash management, gain/loss calculations, acquisition/disposition entries, & incentive fee calculations & payments.
- Assisted with the implementation of a system that streamlined the capital calls, distributions, fundraising, document management, & investor contact database resulting in more efficient quarterly execution of NOI distributions across the funds, consistency across partnerships & business units, & improved efficiency of investor communications.
- Responsible for cash activity for over 20 treasury accounts including ad hoc capital contributions & quarterly property NOI distributions, & fund-level tax & insurance payments.
- Prepared, issued, & maintained GP & investor-specific data, agreements, & capital activity communications.
- Assisted third-party auditors & consultants with preparation of year-end financial reporting, tax returns & K-1s.

ACCOUNTING MANAGER

March 2019 to October 2020

EverWest Real Estate Investors (Denver, Colorado)

- Prepared daily, monthly, quarterly, & year-end accounting deliverables for a \$2.0 billion open-end core fund consisting of over 30 industrial, office, residential, retail, senior living, self-storage, & medical office real estate investments.
- Responsible for maintaining the general ledger, account reconciliations, variance analyses, & intercompany activities in addition to preparation of quarterly GAAP compliant fair market value financial statements & footnotes.
- Assisted with the preparation & reporting of 14 property dispositions, 8 acquisitions, & 23 partner buy-outs including due diligence, cash management, funding, return calculations, gain/loss calculations, acquisitions/disposition entries, & incentive fee calculations & payments.
- Assisted with the implementation & management of improved processes resulting in successful execution of accelerated year-end financial reporting by 12 business days.
- Calculated 10 quarterly investor incentive fee models & waterfall calculations.
- Executed daily cash movement & prepared cash analysis for strategic management of \$105 million line of credit.
- Oversaw cash activity for 20 treasury accounts including monthly capital contributions & NOI distributions, as well as budgeting, forecasting, & funding of development pay apps, capital calls, & construction loans.
- Assisted with the management, accounting guidance, & technology system training for over 20 separate third-party accounting teams, including investment-specific capital project budgeting & forecasting module incorporated into monthly NOI cash flow & quarterly fair market valuation analyses.
- Responsible for monthly third-party property reporting reviews including balance sheets, income statements, leasing activity, occupancy statistics, capital projects, budget variances, & quarterly fair market valuation support for the valuations & asset management teams, as well as providing final reports to 3rd parties & debtors.
- Coordinated with investor relations & compliance teams in review of fund analysis for over 20 quarterly requests for information schedules delivered to current & potential investors & consultants.
- Assisted third-party auditors & consultants with preparation of year-end tax returns, financial statements, & footnotes.

FINANCE MANAGER*Palisade Partners (Denver, Colorado)**March 2018 to March 2019*

- Worked alongside the President & Development Manager on all financial aspects of current real estate development projects & stabilized multifamily investments, & management of commercial & residential real estate development projects.
- Responsible for reviewing & analyzing monthly third-party property reporting including balance sheets, income statements, leasing activity, occupancy statistics, & budget variances for use in management presentations.
- Responsible for cash management & forecasting for commercial & residential real estate developments including monthly construction loan draw funding from external lenders & direct investor equity contributions, cash flow analyses, & property & development-specific capital calls & distributions.
- Responsible preparing market research & analysis of current & potential markets for use in investor letters, market updates, & submissions of requests for proposal for development projects & public funding (including DURA, TIF, OED, & CHFA).

FUND ACCOUNTANT*Northwood Investors (Denver, Colorado)**July 2015 to July 2017*

- Prepared daily, monthly, quarterly, & annual accounting deliverables for a \$6.0 billion evergreen fund with over 60 industrial, office, residential, retail, development, & hospitality real estate investments across the U.S. & Europe.
- Responsible for cash maintenance including wire transfers, account transfers, lines of credit, property-level capital calls (including development pay app funding & capital project budgeting & forecasting) & distributions.
- Responsible for preparing quarterly GAAP compliant fair market value financial statements & footnotes.
- Co-lead on the iLEVEL asset management platform implementation & management, focused on process improvements for financial data collection from third-party property accounting teams, fair market valuations, financial reporting, RFIs & RFPs, & asset management data collection. The time savings of process improvements were approximately 100 hours/quarter, largely driven by third-party financial data collection improvements.
- Created a new fund model, calculated property & fund level returns, & updated financial figures for all private placement memorandums, fundraising questionnaires, asset plans, & annual investor meeting presentations.
- Responsible for investor correspondence including quarterly investor & consultant requests, reconciliations, audit confirmations, & ad-hoc requests, as well as due diligence questionnaires for potential investors & consultants.
- Assisted third-party auditors & consultants with year-end valuations, & audited footnotes & financial reporting.

MARKET RESEARCH ANALYST*Fusion Sales Group (Centennial, Colorado)**July 2014 to July 2015*

- Researched & analyzed medical device manufacturers in Colorado & Utah to determine potential business opportunities for manufacturers Fusion Sales Group represented, specifically, those specializing in injection molding.
- Improved analysis skills by working in a new industry & focusing on a specific target market from the perspective of the manufacturing process & individual components for medical devices.

FUND ACCOUNTANT*Brown Brothers Harriman (Centennial, Colorado)**July 2013 to July 2014*

- Responsible for daily trade management, fund maintenance, cash & share reconciliations, & daily fund net asset value calculations in addition to the system conversion from InvestOne to Eagle STAR.
- Managed & integrated new processes for daily use post-system conversion, demonstrating quick learning, cross-platform task management & training teammates on new sub-ledger reconciliation, workflow management, & share break reconciliation systems and processes.

COMPUTER SKILLS:

Advanced in Microsoft Excel & Word, Yardi, Juniper Square, AssetEye, iLEVEL, Investran, InvestOne, & Eagle STAR with experience in MRI, Quickbooks & Workiva.

EDUCATION:

COLORADO STATE UNIVERSITY – ROCKWELL COLLEGE OF BUSINESS

Bachelor of Science in Business, May 2013

Major: Business Administration

Concentration: Finance

GPA 3.8/4.0

Cum Laude Honors Scholar

International Business Certificate
