

Karolina Bufka

PROFESSIONAL EXPERIENCE

Presidio Trust, San Francisco, CA | *Director of Residential Asset Management* 2019-2020 ▪ Lead residential team; oversaw the delivery of annual revenue and net operating income budget ▪ Oversaw third-party property management firm including developing and ensuring scope of work, annual operating budgets, reviewing performance, and leasing

- Identified, evaluated, and recommended capital improvement and replacement projects for existing portfolio and opportunities for new, ground-up development

SFMTA – Real Estate Group, San Francisco, CA | *Project Manager* 2016-2019 ▪ Worked on creation of the Transit-Oriented Development Program and its projects intended to maximize revenue for the Agency from its numerous real estate assets throughout San Francisco ▪ Shaped *Facilities Vision Report*, a \$1.5B program to renovate facilities to accommodate increased fleet over the next decade; worked on its implementation

- Prepared and administered RFPs, MOUs, consultant contracts, and various project documents ▪

Negotiated purchase or lease agreements for MTA facilities or projects

- Managed consultants preparing retail leasing strategies report for Central Subway and 5M Garage

Trammell Crow Residential, Mill Valley, CA | *Development Associate* 2014-2016 ▪ Lead project management initiatives for large-scale residential and mixed-use projects in San Francisco and the Bay Area, including the \$500M Alameda Naval Air Station re-use project

- Worked throughout the entire development life-cycle from acquisitions and due diligence, through entitlements, permitting, construction, and sales & marketing

- Coordinated project funding, budgeting, and reporting

- Supported the principals in identifying and assessing development acquisition opportunities

Starwood Waypoint Residential Trust, Oakland, CA | *Analytics Associate/Project Manager* 2012-2014 ▪

With growth and expansion of start-up, worked in several departments including Acquisitions, Construction, Property Management, Technology, and Investor Relations for market-leading company that purchased distressed single-family homes and converted them into rental properties ▪ Produced weekly, monthly, and quarterly reports on various metrics related to company and regional performance in acquisitions, property management, construction, leasing, and growth ▪ Identified and acquired data to develop and maintain databases to direct buying and maximize ROI ▪ Stream-lined systems and processes resulting in over a million dollars in annual cost savings

KB Planning Associates, Oakland, CA | *Principal* 2008-2010 ▪ Researched and wrote reports for clients on code requirements in Berkeley and San Francisco ▪ Surveyed commercial districts in San Francisco; collected and assembled data for client ▪ Located, researched, and analyzed historic data and media on properties in Berkeley and San Francisco

INTERNSHIP EXPERIENCE

City and County of San Francisco | Planning Department 2007 **Los Angeles County Metropolitan Transportation Authority** | Gateway Cities Team 2007 **City of Emeryville** | Finance Department 2003 **City of Berkeley** | Land Use Planning Division | Landmarks Preservation Commission 2001-2002 **U.S. Department of Commerce** | International Trade Administration 2000 **City of San Mateo** | Community Development Department 1999

EDUCATION

Harvard University | *Master in Real Estate Development and Investment* 2012 **UCLA** | *Master in Urban Planning* 2008 **UC Berkeley** | *Bachelor of Arts in American History with Honors* 2001 **SKILLS**

Pro Formas: Financial Analysis Including Cash Flows and NPV/IRR Calculations | Land-Use Analysis | Market Research | Zoning | Entitlements | Public Private Partnerships | Historic Preservation | Negotiation

Certifications/Licenses | USGBC - LEED AP – BD+C | CA Real Estate Broker License #02047193

Software | Microsoft Office | ArcGIS | Photoshop | InDesign | Sketch Up | Salesforce | Yardi

LANGUAGES | English – fluent | Czech – fluent spoken, strong written | Slovak & French - elementary

TRAVEL | 2005-2006 - extensive travel throughout Europe and Asia | 40+ country lifetime itinerary