

### Profile

Karolina \_\_\_\_\_ Bufka \_\_\_\_\_  
 First Name Middle Initial Last Name

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City

\_\_\_\_\_  
 Suite or Apt

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Postal Code

\_\_\_\_\_  
 Alternate Phone

n/a \_\_\_\_\_  
 Employer

n/a \_\_\_\_\_  
 Job Title

### Which Boards would you like to apply for?

Housing, Residential Rent and Relocation Board: Submitted

### Interests & Experiences

**Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.**

I have been a resident of Oakland, on and off, since 2003. I have lived and worked in a number of different neighborhoods during this time while I watched the City transform and revive its urban core. I was a History major at UC Berkeley and then pursued graduate degrees in both city planning and real estate development that give me a unique perspective on the development process as I am able to understand the needs and perspectives of players from both sides of the table. During my final year of college and for a period afterward, I interned in the City of Berkeley's Planning Department where I helped staff the Landmarks Preservation Commission, which familiarized me with the work and challenges of city boards and commissions. I also created a database of all of the City's landmarks, familiarizing me with both preservation and the history, architects, and architectural styles of the local area. I would very much welcome the opportunity to give back to the community by being able to use my background and skills to serve on the Landmarks Advisory Board. I believe the experience would be beneficial not only to the City of Oakland, but also to myself in terms of the further development of my knowledge and skills.

***Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.***

[Karolina\\_Bufka\\_-\\_Resume\\_02.21.pdf](#)  
 Upload a Resume

Please paste the text of your resume or curriculum vitae below.

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Karolina Bufka 3PROFESSIONAL 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 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

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Please click the acknowledgement below.

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Service on City of Oakland boards, commissions, and committees may require filings of the FPPC's Statements of Economic Interest (Form 700). Upon appointment and determination of filing status, I will comply with all filing obligations.

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I Agree \*