

ELIZABETH CASWELL DYER
303.328.1904

8322 Stonybridge Circle
Highlands Ranch, CO 80126

EXPERIENCE:

Sopra Communities, Inc.

Title: President and Chief Operating Officer

2010

St. Charles Town Company

Charles Woolley & Richard Doris, Principals & Owners

2006-2010

Title: *Senior Portfolio Manager*

Responsible for a portfolio of seventeen properties that range from historic renovations to cutting-edge new developments. The properties encompass purely residential to commercial to mixed-use projects and account for half of the company's monthly revenue. Supervise a team of engineers, accountants and an assistant on these properties to achieve day-to-day goals of clients as well as provide long-range asset management planning. Involved in business development and proposal writing, as well as practice management and internal systems development.

Greystar Real Estate Partners

Cherie Shaw, Senior Regional Property Supervisor

2005-2006

Title: *Property Manager, promoted within 5 months to Operations Analyst*

Responsible for Chamber Lofts, Burger Brothers Lofts and Clocktower Lofts, three mixed-use, historic HUD-financed projects. After promotion, responsible for compiling financial reports, sales and operations training for Colorado and California personnel, touring potential properties for purchase, coordinating due diligence processes for corporate and third party acquisitions, and providing human resources support for Colorado and California personnel.

The Hanover Company, 4550 Cherry Creek

Jennifer Binnicker, Operations Manager

2004-2005

Title: *Assistant Property Manager*

Accounted for over seven million dollars potential annual rental revenue, interfaced with all international applicants to achieve rental approval, audited and maintained resident information, interfaced with attorney and collection company on eviction and bad debt recoveries, trained leasing staff in company policies and procedures. As the building was a new "lease up", interfaced with warranty issues, construction staff and the development team as well.

AIMCO, Carole Olite, Regional Manager

2003-2004

Title: *Property Manager*

Promoted to Manager after four months with company, and assigned to worst-performing property in the region. Achieved financial turnaround within seven months via occupancy goals and re-structuring budget, thereby winning awards for financial performance and excellent reviews by upper management.

Gelfand & Arpe, P.A., Michael Gelfand, Esq., Managing Partner 2000-2002

Title: *Legal Administrator*

Firm specialized in homeowner and condominium association law. Engaged in all aspects of the firm's business (strategic planning and implementation, risk management, business development, recruiting, practice management, finance, human resources, technology and facilities management) in addition to managing the day-to-day business operations of the firm.

Waste Management, Ralph Velocci, Region Vice President

1999-2000

Title: *Executive Administrator for Florida and Puerto Rico*

Managed all customer issues for Florida and Puerto Rico, coordinated emergency/storm procedures from the region office, training and education of all employees in Florida and Puerto Rico.

Axe Antiques, Robert Axelrod, Esq., Owner

1995-1996

Title: *Store Manager/Paralegal*

Sales of extraordinary European antiques, bookkeeping, payroll, accounts receivable/payable, inventories, buying, authenticating antique status, coordinating advertisements in media such as Architectural Digest, client interviews, management of law accounts, drafting of legal pleadings and documents, arranged international and national travel.

EDUCATION:

University of St. Thomas, St. Paul, Minnesota

Bachelor of Arts, *Cum Laude*

Major: International Studies

Minors: Economics and Russian Area Studies **3.4 GPA**

Russian and German Language Studies

Institute for European Studies, Vienna, Austria

International Politics and Economics and Intensive German Language Studies

University of Miami, Miami, Florida

Masters of Music, *Award of Academic Merit* **3.9 GPA**

Intensive Italian Language Studies

ADDITIONAL INFORMATION:

German, French, Italian and Russian Languages

First John Parr Leadership Award Winner, 2008

Steering Committee, LoDo Women 2008-present

Member, LoDo Neighborhood Association 2006-present

Board of Directors, Colorado Musicians Consortium 2009

President/Director, Denver Bach Society 2009

Board of Directors, Lower Downtown Business District 2010