

Rebecca Spencer

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SUMMARY

As a social and environmental advocate, I draw from my humanities training and five years of real-estate experience to actualize equitable change. My academic and personal histories demonstrate my long-term investment into developing sustainable, mutually thriving urban community spaces, and natural habitats.

PROFESSIONAL EXPERIENCE

PROPERTY SECURITIZATION MANAGER III, WASHINGTON STATE DEPARTMENT OF COMMERCE NOVEMBER 2017 - PRESENT

Property securitization for community development programs:

- draft security instruments such as promissory notes and deeds
- review and negotiate security instruments such as condo declarations, priority agreements, and corporate assurances
- develop reconveyance program and monitor contract compliance
- data and archiving management
- develop risk mitigation policy and procedure
- title report review and analysis
- provide securitization expertise for seven community development programs equating to \$100M in annual funding

CONTRACTS AND FISCAL SPECIALIST II, WASHINGTON STATE DEPARTMENT OF COMMERCE FEBRUARY 2017 – NOVEMBER 2017

Administered contract and fiscal management for Affordable Housing Trust Fund:

- regulate contract policy, legal research, and Federal funding compliance
- contract term negotiations, drafting, administration, and termination
- contract accounting, budget analysis, and reconciliation
- develop and amend amortization schedules
- internal funds control and risk analysis
- preparation of new and amended contracts equating to \$50M in annual funding

SENIOR ANALYST AND DEPARTMENT SUPERVISOR, IRON BRIDGE MORTGAGE FUND JANUARY 2013 – SEPTEMBER 2016

Hired as Associate and promoted to Supervising Senior Analyst during four-year tenure.

Oversaw loan and asset management, and acting interim financial controller:

- project risk mitigation and budget analysis
- investor account reconciliation, and covenant compliance
- contract amendment, negotiation, and foreclosure strategy
- develop policy and procedures, and implementation strategy
- hire, train, and supervise loan servicing team
- construction project oversight and consultation for success strategies
- accounting, reconciliation, billing, and reporting for \$25M portfolio

**COMMUNITY
PROJECTS**

THE ROVING DEARS, CO-FOUNDER, PACIFIC NORTHWEST

SEPTEMBER 2015 - PRESENT

Promote gender parity and environmental stewardship within the outdoor recreation industry:

- organize and promote outdoor events to grow and support resilient communities
- organize fundraiser events to raise awareness for environmental non-profit projects
- write articles for environmental journals and magazines promoting stewardship efforts
- create and maintain the Roving Gear Library, a free used-gear library which fosters newcomers to fly fishing and environmental advocacy

LETTERS OF RADICAL ENCOURAGEMENT (LORE), FOUNDER, OLYMPIA, WASHINGTON

JANUARY 2018 – PRESENT

Culminate words of wisdom and long reaching encouragement through collective letters:

- participants share their personal story, values, and words of advice or encouragement which are shared through social media forums
- organize platform and distribution of letters in digital and printed forms
- organize skill-sharing gatherings hosted by women in leadership

**ACADEMIC AND
LEADERSHIP
OPPORTUNITIES**

INTRODUCTION TO TAX CREDITS, CDFA COURSE, WEBINAR, 2018

Completed introductory tax credit financing and investment structure training.

SHORT COURSE URBAN PLANNING, WASHINGTON STATE DEPARTMENT OF COMMERCE, 2018

Completed introduction to urban planning and growth management plans.

POLICY AND PROCEDURE WRITING AND DEVELOPMENT, WASHINGTON STATE DEPARTMENT OF COMMERCE, 2017

Completed Level I of Peabody methodology for technical writing.

BACHELOR OF FINE ARTS, CONCORDIA UNIVERSITY, CANADA 2013

Art History and Studio Arts: Degree conferred with distinction, final graduation GPA: 3.54

STUDENT CHAIR, FINE ARTS FACULTY COUNCIL, CONCORDIA UNIVERSITY, CANADA 2013

Elected position: representative for Fine-Arts student body on Fine Arts Faculty council.

VP INTERNAL COMMUNICATIONS, FINE ARTS STUDENT ALLIANCE (FASA), CONCORDIA UNIVERSITY, CANADA 2012

Elected position with honorarium: Conduct committee and board meetings, chair grant-selection committee, mentor students, community development projects.

PROJECT AND COMMUNICATIONS MANAGER, ELECTRIC VEHICLE STUDENT RESEARCH TEAM, EMILY CARR UNIVERSITY, CANADA, 2009

Appointed by faculty: Create project benchmarks and shepherd student-led research team for sustainable urban transportation. Manage communications and progress reports.

PRESIDENT'S LIST, PORTLAND COMMUNITY COLLEGE, PORTLAND, OREGON, 2006

Awarded 2006 Spring and Fall Terms for achieving high cumulative GPA: 4.00