

Frederic (Fred) Levine

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Education

University of Washington | Runstad Center for Real Estate Studies *Seattle, WA: September 2016 to June 2018*
Masters of Science in Real Estate - Focus in Real Estate Finance and Investment

- Relevant Coursework: Real Estate Finance & Investment, Real Estate Law, Real Estate Appraisal, Financial Modeling for Real Estate - Excel, Financial Modeling: ARGUS

Claremont McKenna College *Claremont, CA: September 2010 to May 2014*
Bachelor of Arts – Economics-Accounting and Psychology (Dual Degree)

- Relevant Coursework: Corporate Finance, Financial Statement Analysis, Tax Planning, Macroeconomics, Intermediate Accounting Series (I & II), Managerial Accounting, Fundamental Accounting

Professional Experience

Onvia, Inc. | Accounts Payable/Payroll Specialist *Seattle, WA: June 2014 to March 2015*

- Responsible for the entire AP process at Onvia, a publicly-traded, information services company (NASDAQ: ONVI).
- Processed invoices, check runs, bank deposits, medical/dental claim reports, and expense report reimbursements.
- Acted as the primary assistant to the accounting manager for execution of semi-monthly payroll.
- Produced monthly reports of AP and payroll records that were distributed to the accounting manager and corporate controller.
- Managed company's purchase order process. Responsible for recording proposed PO's and issuing them once formally approved. In constant collaboration with corporate controller and CFO to determine if proposed PO's were to be approved based on expense type.
- Created monthly, customized financial reports to aid FP&A manager with forecasted-to-actual budget analysis.
- Completed various expense & liability related journal entries for items such as accruals and expense reports. Consulted daily with company executives and numerous department managers to ensure full understanding of various expenses to ensure that they were coded to proper accounts/were added to monthly accruals accordingly.

Other Work Experience

Tri Marine International, Inc. | Accounting Intern *Bellevue, WA: June 2013 to August 2013*

Claremont-Mudd-Scripps Athletic Department | Weight Room Manager *Claremont, CA: January 2011 to May 2014*

Claremont-Mudd-Scripps Athletic Department | Event Staff Assistant *Claremont, CA: January 2011 to May 2014*

Leadership Eastside | Finance Intern *Redmond, WA: June 2012 to August 2012*

Washington Baseball School | Assistant Camp Manager *Seattle, WA: June 2012 to August 2012*

Sesame Communications | Marketing Intern *Seattle, WA: June 2011 to August 2011*

Technical Skills

- Microsoft Office Suite. Excel skills: all arithmetic & logical functions, all financial functions, sensitivity tables, graphs & charts, macros, VBA.

Memberships, Activities, and Personal Interests

- Co-President, University of Washington Real Estate Club
- Urban Land Institute (ULI), National Association of Industrial & Office Properties (NAIOP), International Council of Shopping Centers (ICSC)
- Claremont-Mudd-Scripps Football Team (NCAA Division III) and Team Leadership Council (2012-2013)
- Hiking, Music, Reading, Travel