

MICHAEL THOMAS SULLIVAN

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Education and Training

Cornell University | Ithaca, NY | 05/2021

Bachelor of Science: ILR (Business) With Real Estate Minor

New Jersey Real Estate Salesperson License | #229858

Experience

Temp: Property Accountant | Services for the UnderServed Inc - New York, New York | 06/2025 - Current

- Monitoring cash flow, budgeting and forecasting activities for 1150 tenants across New York City.
- Calculated and posted journal entries to general ledger accounts.
- Maintained accurate records of all property transactions on Yardi
- Investigated discrepancies between book balances and physical inventory counts.

Real Estate Development Analyst | Rose Associates - New York, New York | 05/2023 - 08/2024

- In office and on-site role, managing three construction projects comprising 1,075 units and 775 predevelopment units in NYC Metropolitan Area.
- Collaborated with construction managers to track change orders, work orders, and incident reports, as well as attendance to pencil requisition and OAC (Owners, Architects, & Contractors) meetings on all projects.
- Conducted comprehensive market analyses, including market rates, land values, & and sitework costs, alongside detailed comp reports for multiple New York metro cities, supporting investment memoranda & development bid proposals.
- Tracked leasing activity and generated weekly leasing updates and leasing reports for institutional investors and lenders to ensure transparency.
- Tracked accepted units weekly and developed a liquidated damage tracker for all warranted projects.
- Drafted lease abstracts and maintained leasing data on all retail commercial spaces on two mixed-use development projects under 95% occupancy.
- Identified bills and change orders with appropriate cost codes for invoice submission post-approval.
- Conducted budget reconciliations using Excel to project amounts for required capital calls.
- Calculated monthly interest reserves using SOFR and current costs for requisition requirements.
- Assisted in financial modeling of our Payment in Lieu of Taxes, Uniform Tax Exemption Policy Agreement for the city of Port Chester.
- Created builder's risk chart and assisted risk managers with multiple incident reports on site.
- Created bid proposal forms for a new GP/LP development opportunity in Lower Manhattan.
- Worked with architects, engineers, and lawyers in monthly meeting on how to maximize the use of Brownfield tax credits.

Financial Analyst/Licensed Real Estate Salesperson | Gebroe-Hammer Associates - Livingston, NJ | 11/2021 - 04/2023

- Assessed potential risks associated with new investments or acquisitions.
- Created comp reports & back of the envelope market analyses on over 200+ buildings in the state of New Jersey.
- Assisted in site tours with various investment and asset managers with interest in the property.
- Created marketing materials such as offering memorandums and assisted with listing services.
- Completed site walks and reached out to assist in the assessment of property conditions and value.
- Collected RFI's such as tax/utility information, maintenance/repair bills, property liens, rent rolls, T12's from sellers, and organized the data accordingly.

Real Estate Development Intern | HAP Investments - New York, NY | 05/2019 - 08/2019

- Completed quantity takeoffs and ordered materials from vendors.
- Visited sites weekly and taking pictures of work progressing for daily logs.
- Coordination of meeting scheduling with various subcontractors.
- Submittal of documents/drawings to Procore.
- Researched and calculated cost estimation of various hardware & appliances.

Skills

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|----------------------------|------------------------|
| • Sage | • Microsoft Powerpoint |
| • GCPAY | • Yardi Voyager |
| • Procore | • RFMS |
| • Adobe Bluebeam | • Resilience |
| • Citrin Accounting System | • Project Management |
| • Microsoft Excel | • Budget Planning |
| • Microsoft Project | • Problem Solving |