

Monique Farquharson

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CAREER OBJECTIVE

Experienced and accomplished project manager and analyst with four years of public finance experience, seeking to apply my analytical and organizational skills in a analyst or project management role within a dynamic company.

PROFESSIONAL EXPERIENCE

Cooperative Strategies, LLC (Formerly Dolinka Group), Irvine CA

April 2016 – June 2017

A small private firm assisting local education agencies with alternative funding for school facilities.

Senior Associate Director

- Lead the department in Project Managing the most mello roos and special tax districts (80)
- Responsible for calculating and enrolling over \$20 million in taxes with the respective County
- Work with the Assessor's Office and Property Tax Divisions of various Counties to monitor parcel changes, tax delinquencies and property ownership
- Special Tax Consultant in the issuance of over \$400 million of bonds
- Review and provide comments on legal documents on behalf of Clients
- Work with large datasets to create tables and exhibits for official statements
- Present credit presentations to Standard & Poor's on behalf of Clients to achieve goal rating
- Conduct quantitative analysis of financial data to forecast revenues to be used to repay bonds
- Compare actuals versus forecast/projections to find variances and trends
- Develop financial models to set special tax rates of new mello roos districts and calculate prepayments of taxes
- Prepare and present analysis to School District Officials and School Boards
- Prepare necessary reports in accordance with the Security and Exchange Commission (SEC) and California Debt and Investment Advisory Commission (CDIAC)

Dolinka Group, LLC, Irvine CA

February 2015 – April 2016

Associate Director

- Project Manager for over 50 mello roos and special tax districts
- Calculated and enrolled the special taxes with the respective County
- Worked with the Assessor's Office and Property Tax Divisions of various Counties
- Formed four (4) mello roos districts
- Special Tax Consultant in the issuance of over \$120 million of bonds
- Prepared necessary reports in accordance with the Security and Exchange Commission (SEC) and California Debt and Investment Advisory Commission (CDIAC)

Dolinka Group, LLC, Irvine CA

May 2013 – February 2015

Associate

- Formed seven (7) mello roos districts
- Project Manager for over 40 mello roos and special tax districts
- Calculated and enrolled the Special Taxes with the respective County
- Special Tax Consultant in the issuance of over \$10 million of bonds
- Prepared necessary reports in accordance with the Security and Exchange Commission (SEC) and California Debt and Investment Advisory Commission (CDIAC)

Back Bay Funding /Partners Real Estate, Irvine CA

June 2012 – May 2013

Mortgage Brokerage/Real Estate Company specializing in helping clients in Orange County with the home needs.

Transaction Coordinator/ Processing Assistant

- Opened escrow and title on refinances / prepared files for processing
- Managed company's social media and website
- Assisted the Processors and Loan Officers
- Prepared monthly Loan Officer Revenue reports for Owners

EDUCATION

Bachelor of Arts in Business Economics, University of California, Irvine
Irvine, CA June 2012

ADDITIONAL SKILLS/ACHIEVEMENTS

- DBC Finance (Municipal Finance Structuring and Reporting Software)
- Microsoft Suite (Advanced Excel)
- Employee of the Month February 2015, November 2015 and April 2016
- Top Performing Project Manager 2015
- Dolinka Group volunteer committee chair from 2014-2016