**Linnea B. Rice**



**RESUME OBJECTIVE**

**CONTACT**

I hope to obtain a business analyst position utilizing my career as a manager, consultant, communicator and data analyst interpreting data to drive successful business solutions. Excellent understanding of business operations and analytics tools for effective analyses of data.

**EXPERIENCE**

**Email:** [linnea.rice@meradvisors.com](mailto:linnea.rice@meradvisors.com)

**Phone:** 512 923 5743

**Address:** 3907 Laguna Vista Cove

Austin, TX 78746

**REAL ESTATE INVESTMENT MANAGER/**

**PROPERTY MANAGER/ DATA ANALYST/BROKER**

*MER ENTERPRISES, LP (a real estate investment company),*

*Austin, TX / 2001 - 2020*

* Acted as investment procurement manager, property manager, data analyst and licensed Texas broker for residential real estate company
* Managed improvements, leasing, rent roll, maintenance for companies 20+ rental properties
* Oversaw and developed data strategy and data collection for the purchase and sale of residential investment properties
* Designed databases to evaluate and identify properties – each month analyzed 1000’s of data points in the selection of 75 to 100 best-option auction bids or offers to purchase
* Developed monthly procedures and presented reports for top management and other stakeholders
* Analyzed property title, outstanding taxes, loan data, and property demographics; conducted property visuals and market pricing studies
* Evaluated and made decisions on properties to hold in company’s rental portfolio or to offer for sale

**SKILLS**

## Communication and Presentation skills

## Advanced Microsoft Excel

## Power Point and Access

## Data Modelling

## Data Mining

## Continued development of analytical skills completing certificates in SQL, Tableau and Python

**EDUCATION & CERTIFICATIONS**

**B.S. Business Administration in Marketing**

Louisiana State University

Baton Rouge, LA

1985

**DIRECTOR COMPENSATION, Vice President**

*BANK UNITED CORP. (a federal savings bank with $15B in assets and 3,000 employees – now part of Chase Manhattan Bank), Houston, TX / 1990 – 2001*

* Directed the design, implementation and administration of the bank’s compensation programs
* Reported to the board of directors and executive management team
* Responsibilities included: Incentive compensation design and development for executive management and sales positions (commercial loan officers, mortgage lending officers, retail banking branch sales teams, etc.), developed corporation’s salary structure and career paths, conducted salary data analyses and participated in market salary surveys

Licensed Texas

Real Estate Broker

Austin, TX  
2005-Present

**VOLUNTEER/CHARITY WORK**

* Volunteer Services Chairperson for Dell Technologies Match Play Golf Tournament
* Dress for Success of Austin
* CASA of Travis County

**COMPENSATION AND BENEFITS ANALYST**

*WILLIAM M. MERCER, INC. (an actuarial company),*

*Houston, TX / 1986 - 1990*

## Consulted with clients in developing salary structures, plans, position evaluation and career paths, executive compensation analysis, analyzed defined benefit plans and calculated participant benefits for large client base.