

VIRGINIA A. DUNN-MULLIGAN

KEY STRENGTHS

Highly organized, influential, experienced negotiator, results driven, relationship building, adaptable, strong written and verbal communication skills.

PROFESSIONAL EXPERIENCE

SOCIETY OF THE DIVINE WORD Techny, IL
Executive Director, Techny Land Corporation NFP

April 2001 – Present

- Assisted in establishing thirteen new single member limited liability companies (LLCs), each holding an individual Techny land development parcel. Process included drafting, executing and filing Articles of Incorporation, Direction to Convey, Assignment and Assumption Agreement, and Operating Agreement. Outcome: thirteen new LLCs were established under a single member not for profit in 2014.
- New bookkeeping and accounting procedures were adopted for financial reporting on 13 LLCs and single member not for profit.
- Assisted legal advisors in 5-year process of creating a new 501c3 non-profit corporate structure for Techny land development operations and land assets. Outcome: Establishment of two not for profit corporations in May 2010.
- Financial: manage banking and investment accounts, generate all finance reports, draft annual budget, review and report to board of directors on finances.
- Property and Ground Lease management: administer Term Sheet, Ground Lease and general property management requirements including monthly, semi-annual, annual, off-schedule and miscellaneous obligations. Verify ground rent payments, annual rent adjustments, percentage rent requirements, real estate tax payments, adherence to insurance requirements. Review retail tenant reports, marketing and progress reports, homeowner/condo association Board minutes and financial reports, and annual audit reports.
- General construction and development oversight: work with consultants and developers to assure adherence to specific obligations as detailed in Ground Leases and Development Agreements. Review and provide final approvals for development plans.
- Negotiations: participate in negotiation processes for all legal and land planning transactions and any other issues related to individual developments.
- Represent Techny Land Corporation NFP and the Society of the Divine Word serving as liaison to legal, land planning and public relations consultants, as well as liaison to developers, potential developers, homeowner and property associations, property managers and Village representatives.
- Review all legal, land planning, and public relations documentation; advise Techny Land Corporation board of trustees and Society's councils based on personal review and consultant recommendation.
- Research development options and real estate trends.

CAROL K. HANNIGAN, Attorney at Law Libertyville, IL
Legal Secretary

1999 – January 2001

- Provided support to real estate attorney and paralegal, including billing and accounts payable, assisting in the preparation of trusts, wills, estate planning and varied other legal documents, and managing attorney cases and client files.

ELEMENTARY SCHOOL DISTRICT 70 Libertyville, IL
Secretary, Special Education Office

1996 – 1999

CENTURY 21 MIDWEST Vernon Hills, IL
Licensed Real Estate Agent

1994 – 1996

- Listed and sold residential real estate.
- Advised Buyers throughout home buying process, focusing on current real estate market trends.
- Compiled data and analyzed market conditions to develop plan for Sellers to prepare home for sale; assisted in the marketing and sale of Sellers' property.

EDUCATION

North Park University Chicago, IL
Masters Certificate of Management in Nonprofit Administration

DePaul University Chicago, IL
Bachelor of Arts - Organizational Leadership and Development

PROFESSIONAL AFFILIATIONS

- CREW (Commercial Real Estate Executive Women) Chicago
- LAMBDA ALPHA INTERNATIONAL – Ely Chapter

VOLUNTEER EXPERIENCE

HOUSING OPPORTUNITY DEVELOPMENT CORPORATION (HODC) Board of Directors

LAKE COUNTY UNITED – Founder, original Steering Team Member

REFERENCES

Available upon request.