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Highlights of Qualifications

- ◆ Provide overall planning and direction within a multi-unit housing district.
- ◆ Maintain effective client relations by providing information related to affordable housing within the Federal Government and local government housing programs.
- ◆ Identify, develop and implement training programs to increase managers' effectiveness of housing programs and assure that regulations related to these programs are being followed and implemented to the organizations mission.
- ◆ Analyze and prepare measurement financial data to determine best course of action that will help attain HACE and HMC financial objectives.
- ◆ Design and implement financial performance plans for operational productivity and support FLM in the process.
- ◆ Develop financial Performance and budgets for current business structure related to HUD 202 programs as well as LIHTC programs.
- ◆ Conduct district unit financial audits for all accounts and assure budgets and spending are in line with organizations mission.

Experience and Skills

MANAGEMENT

- ◆ Effective negotiation of vendor contracts that will help achieve HMC spending goals and work with Human Resources vendor contracts, which have resulted in reducing fringe benefit liability to the corporation.
- ◆ Certified Trainer for incoming new management recruit personnel. Obtained IREM certification in property management.
- ◆ Assist assistant managers in Implementing safety and sanitation procedures in accordance with local, state and federal regulations while providing FLM support to corporate initiatives within the same subject.
- ◆ Assist HMC managers in implementing life and safety certifications, reduce liabilities through OSHA training and develop plans of operations to maximize work efficiency.
- ◆ Develop training plans and audits of operations that will guide FLM to better implement efficiency within their building through on going government training programs.
- ◆ Implement strategies for space utilization and unit turn-over effectiveness.
- ◆ Improve effectiveness and efficiency of activities to reduce costs at HACE/HMC building locations where needed.
- ◆ Assist in the development of work plans with appropriate contingencies for operational management.

FINANCIAL GROWTH

- ◆ Direct and assist managers within the HUD 202 programs in the Implementation of client surveys and focus group to identify potential business opportunities or challenges.
- ◆ Direct and assist FLM with implementation of 202's activity programs. This deals with having activities for the HUD 202's elderly population.
- ◆ Assist FLM with implementing organizations marketing initiatives with a focus on following tenant selection plans, Affirmative fair housing and marketing programs monitored by HUD.
- ◆ Develop capital plans that will help the organization optimize and lengthen the property's value while increasing client base.

FINANCIAL MANAGEMENT

- ◆ Provide FLM support to consistently achieve top and bottom line objectives through monthly financial assessments and assist in the reduction of direct costs, labor and contracted expenses to meet both organizations and HMC objectives.
- ◆ Assist property FLMs that are having financial performance challenges and help determine the best course of action that will help them get back on track through effective mentoring.
- ◆ Certified Trainer in IREAM and IT Management Systems.
- ◆ Perform building standard inspection audits, identify potential problem areas and develop financial objectives for managers in reducing costs while enhancing building objectives.

HR MANAGEMENT

- ◆ ARAMARK Human Resources Champion for the District. Provided ongoing manager training with an emphasis in growing business.
- ◆ Train managers on proper interviewing techniques through HUD, PHFA and organizations standards of operation.
- ◆ Assist FLM with Implementation of employee recognition programs.
- ◆ Assist Managers in yearly evaluations and establish realistic career goals.

OPERATIONAL MANAGEMENT & DEVELOPMENT

- ◆ Assist FLM with Development of the yearly property business plan to expand and enhance client services.
- ◆ Reduced waste and assist managers in tracking effective action plans through constant monitoring of account operations and employee interaction
- ◆ Provide cost savings plan for organizations budget and new business proposal detailing alternative methods.
- ◆ Assist Managers with 100% LAG compliance to help reduce indemnity claims.
- ◆ Maintained purchasing goals above 85% for entire portfolio by reducing vendor providers.

TECHNICAL

- ◆ Proficient in Microsoft Office Suite 2010
- ◆ Property Boss software trainer
- ◆ PHFA Software trainer
- ◆ HUD Software trainer
- ◆ Obtained Certified Green Property Manager Certification
- ◆ Obtained IREAM Property Manager Certification

Employment History

HACE Management Company

2010 to Present - CG Property Manager

- Provide direct supervision within organizations multi-family affordable housing programs.
- Plan, develop, organize, implement, direct and evaluate the organizations fiscal function and performance
- Participate in the development of the Corporations plans and programs as a strategic partner
- Evaluate and advise on the impact of long range planning, introduction of new programs/strategies and regulatory action.

- Develop credibility for the finance department by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist HACE and senior executives in performing their responsibilities
- Enhance and or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the company and organization
- Establish credibility throughout the organization and with HACE as an effective developer of solutions to business challenges
- Provide technical financial advice and knowledge to others within the financial discipline of the organization
- Continual improvement of the budgeting process through education of department managers on financial issues that are impacting their own building budgets.
- Providing strategic financial input and leadership on decision making issues affecting the organizations financial stability
- Develop a reliable cash flow with HACE Controller and enhance process and reporting mechanism which includes threshold to meet operational needs
- Continues evaluation of the finances of the corporation structure and team plan for continual improvement of the efficiency and effectiveness of the HMC organization as well as providing individuals with professional and personal growth with emphasis on opportunities (Where possible) of individuals.

ARAMARK Corporation, Business Services and Sports and Entertainment

2003 – 2010 General Manager

BDS Mid-Atlantic Region/North East SE Convention Centers

- Assist DM in Providing overall planning, direction and control to assigned units within a defined district, to achieve operating and financial goals. Provide guidance and motivation to FLM, Assistant Food Services Directors, Environmental Services Directors and other district staff. Establish and maintain effective customer rapport.
- GM Philadelphia ZOO
- Assist District Manager with managing up to \$33.0 Million in managed business volume for entire state of PA. Philadelphia, PA

ARAMARK Corporation, Supply Chain Management

2002 - 2003 North East Regional Distribution Manager

- Manage ARAMARK's distribution networks of Specified Supplier Program.
- Support ARAMARK Participation and Compliance through super distributor networks for all lines of business.
- Implement Specified Product support through distributor network.

ARAMARK Corporation, Business Services

2001 – 2002 Field General Manager Trainee Mid-Atlantic Region

- Assist DM in Providing overall planning, direction and control to assigned units within a defined district, to achieve operating and financial goals. Provide guidance and motivation to FLM, Assistant Food Services Directors, Environmental Services Directors and other district staff. Establish and maintain effective customer rapport.

- Philadelphia Meal Distribution Center
- PA Corporation on Aging
- Rosenbluth International Philadelphia, PA

ARAMARK Corporation, Business Services

2000 – 2001 General Manager, Cendant Mortgage Corp

- Bishops Gate I
- Bishops Gate II
- Strawbridge
- Route 308
- Route 70, Mt Laurel, NJ

ARAMARK Corporation, Business Services

1998– 2000 Senior Food Service Director Lucent Technologies

- Allentown, PA
- Cedar Crest, PA
- Reading, PA
- Brieningsville, PA
Lehigh Valley, Pennsylvania

ARAMARK Corporation, Sports and Entertainment

1996 – 1998 Public Foods General Manager
Pennsylvania Convention Center
Philadelphia, PA

ARAMARK Corporation, Sports and Entertainment

1994 – 1996 Kitchen Manager
Pennsylvania Convention Center
Philadelphia, PA

ARAMARK Corporation, Sports and Entertainment

1993 – 1994 Executive Steward
Pennsylvania Convention Center
Philadelphia, PA

Sylvania House Associates

1989 – 1993 Security Director
Philadelphia, PA

Holiday Inn Hotel

1987 – 1988 Waiter & Bartender
Philadelphia, PA

Franklin Plaza Hotel

1982 – 1987 Head Banquet Steward
Philadelphia, PA

EDUCATION

- Benjamin Franklin High School, Philadelphia, PA Graduated 1981
- Community College of Philadelphia Finance FY1999 - 2000

United States Army – **HONORABLE DISCHARGE - 1998**

- 76P Food Service and 76 V10 Quartermaster School
Fort Lee, VA 1993 to 2000 Army National Guard

PROFESSIONAL TRAINING

- HUD Certified Property Manager
- 2002 LDP training program (certified)
- 2002 PTL certified Trainer
- 2000 Leadership Excellence and Development Certificate (Train new managers)
- 1999 Selling and Managing Multiple Services - Certificate ARAMARK
- 1998 Management Reporting Systems – Certificate - ARAMARK
- 1998 Retail Operations Management – Certificate – ARAMARK
- 1997 STAR Program – Certificate – ARAMARK
- 1997 Culinary Institute of America – Certificate Program

PROFESSIONAL ACHIEVEMENTS

- ARAMARK's High Potential Managers Group- Member 1999 – 2003 – District Award
- 2000 Human Resources Champion Award – District
- 2000 Humanitarian Award – Boy Scouts Association Mt Laurel, NJ – Cendant Mortgage Corporation
- 1999, 2001, 2003, 2007 awards - Most Profit Over Plan Award BDS Technologies
- 1999 District Manager Leadership Award
- 2000, 2002 and 2004 Manager of the Quarter Award – Most Profit Over Plan