

**JOSE MEDINA**

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**EDUCATION**

C.T. Bauer College of Business, University of Houston, Houston, Texas

**Master in Business Administration**

**January 2020-Spring 2022**

Certificate in Real Estate

Rawls College of Business, Texas Tech University, Lubbock, Texas

**Bachelor of Business Administration in Economics, GPA: 3.0/4.0**

**August 2005-July 2011**

Appraisal State Certification, **MCKISSOCK**, Houston, TX

**January 2015-October 2019**

**EXPERIENCE**

**DAVID L. PALLANTE & ASSOCIATES**, Houston, TX

**2011-Present**

**State Certified General Appraiser (2019-Present)**

- Teamed with supervisor to inspect and value 4 – 5 commercial properties per month
- Deliver direct and efficient communication with clients, borrowers, and property managers

**Appraiser Trainee (2015-2019)**

- Assisted in the inspection of various commercial properties
- Familiar with *Uniform Standards of Professional Appraisal Practice (USPAP)*, HUD, and Fannie Mae/Freddie Mac guidelines
- Confirmed expenses, rents, and sales information using *Apartment Listings Network (ALN)*, *RealPage MPF* reports and other market surveys, and exported the data to Excel for analytical purposes
- Analyzed and examined land utilization documents and land surveys to verify site boundaries, easements, and right-of-ways
- Assisted in reviewing past data to determine and evaluate taxes
- Utilized Argus software to perform discounted cash flow analysis on office and retail properties
- Met deadlines for 4 – 5 appraisals per month
- Estimated building replacement costs using *Marshall Swift Valuator (MVS)* manuals and professional cost estimators to use within the cost approach

**Market Analyst (2011-2015)**

- Analyzed property P&L statements and rent roll on 400+ properties ranging from small complexes (50<units) to large complexes (500+ units), using Excel and Corel QuattroPro
- Performed supply/demand analysis for respective submarkets
- Maintained office sales and expense databases using Excel, WordPerfect, & ALN
- Developed digital pictures and maps for appraisal reports
- Obtained demographic information through *Site to do Business (STDB)* and provided analysis and calculated qualified household demand statistics for the property being appraised
- Researched building codes, zoning bylaws, and county/city ordinances to determine any effects on the properties being appraised
- Verified legal descriptions of properties by making comparisons to county records
- Validated rental and expense rates with property managers at office, retail, and multifamily properties

**ADDITIONAL**

Proficient in Spanish

Proficient in Microsoft Office (Word, Excel), and Corel (WordPerfect, QuattroPro)

Moderate knowledge of Argus (in the process of becoming Argus Certified)

Urban Land Institute, Associate Member, 2020

Appraisal Institute, Practicing Affiliate Member, 2019-Present