

ARMISTEAD DRIGHT BURKS, JR.

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education

2003-2005

RICE UNIVERSITY, JONES GRADUATE SCHOOL OF MANAGEMENT

HOUSTON, TX

Master of Business Administration degree, May 2005. Founder of Sports and Entertainment Club. Member of Entrepreneurship Club, Real Estate Club, Finance Club and Black Graduate Students Association.

Independent Studies

WULFE & CO./ SPIRE REALTY- created "Best of Houston" Marketing Plan to promote retail leasing for the newly renovated Stowers Building.

DAVID WEEKLEY HOMES/PRIORITY DEVELOPMENT- analyzed financial feasibility of Hawk's Run, a land development project in Tampa, FL. Developed budget/proforma and ran sensitivity analysis using Land-Pie.

Computer Software

LAND-PIE – a program tailored for the homebuilding industry used for developing land development budgets and proformas. Ability to conduct sensitivity analysis based on price, land cost, etc.

ARGUS – utilized nationally and internationally to generate commercial real estate cash flow projections, transaction analysis, and asset valuations in multi-family, mixed-use, hotel, office, retail, industrial, etc.

MICROSOFT PROGRAMS – Excel, Word, PowerPoint, Outlook, and Internet Explorer

1995-1998

GRINNELL COLLEGE

GRINNELL, IA

Bachelor of Arts in Chemistry. Awarded Grinnell College Scholarship, National Organization of Black Chemists and Chemical Engineers Scholarship, Worthing Scholarship. Member of Grinnell Singers, Tennis Team, and Peer Tutor.

experience

2007-current

CHEVRON

HOUSTON, TX

Real Estate Representative

- Responsible for negotiating over \$75 million in acquisitions ranging from vacant land and residential and commercial properties.
- Facilitated process for the negotiation of \$5 million in tax incentives.
- Responsible for generating over \$3 million in revenue for Right-of-Way (ROW) easements.
- Negotiated and disposed of \$775,000 of surplus property with properties ranging from former terminals, gas stations and tank farms.
- Coordinated and managed the efforts of Information Technology Company (ITC), Global Engineering & Construction (GEC), Policy, Government & Public Affairs (PGPA), Tax Deferred Exchange (TDE), Environmental Management Company (EMC), Brokerage and Tax Incentive Consultants in the acquisition of the North American Data Center (NADC).
- Coordinate and review environmental site reports, preliminary title reports, and surveys.

2005-2007

FRIENDSWOOD DEVELOPMENT COMPANY/LENNAR HOMES

HOUSTON, TX

Acquisitions Manager

- Responsible for negotiation and purchase of land which generated \$27.5 million in revenues.
- Sourced and completed due diligence for properties suitable for single-family residential development.
- Performed acquisition cash flow analysis, lot sales and pricing projections, and title commitment and development budget reviews and analysis.
- Coordinated and reviewed environmental site reports, preliminary engineering analysis, and preliminary land planning.
- Preparation of closing documents.

summer 2004

AVENUE COMMUNITY DEVELOPMENT CORPORATION (Avenue CDC)

HOUSTON, TX

Property Acquisition Coordinator

- Sourced properties suitable for acquisition and residential/commercial development.
- Performed due diligence on foreclosed properties and attended foreclosure auctions to purchase properties.
- Represented firm on Greater Houston Business Association's Green Building Subcommittee.

spring 2004

COLLIERS INTERNATIONAL

HOUSTON, TX

Rice University Action Learning Project - Team Member

- Conducted interviews with developers, brokers, and civic leaders to identify issues with redevelopment in Houston.
- Assessed property for redevelopment based on: market trends, flood plain data, demographics, occupancy rates, city investment, economic incentive programs, and community organization activities.
- Recommended areas for investments and suggested other areas for earlier stage investments in redevelopment.

personal

Former Member of the Urban Land Institute's (ULI). Co-Chair of Houston's First ULI Young Leaders Group Partnership Forum. Singer/Songwriter; Performed on Gospel Tour of Italy, Sicily, and Switzerland; People to People Student Ambassador to Russia, Sweden, and Finland.