

Shermika Roberts
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PROFESSIONAL SUMMARY

Finance Professional with 5+ years' experience driving revenue across verticals, including real estate. Track record of providing financial data to support corporate decision-making. Demonstrated success in increasing ROI through detailed analysis. Extensive experience prioritizing time-sensitive issues in high-volume environments. MS Real Estate Development student with advanced Excel skills.

PROFESSIONAL EXPERIENCE

AEW Capital Management

2019 – 2021

AEW, one of the world's leading real estate investment advisors, provides real estate investment management services to investors worldwide, managing \$88.6 billion of property and securities globally (as of June 30, 2021) across portfolios in both the public and private property markets and across the risk/return spectrum.

Analyst

- Prepared and analyzed financial statements and reconciliations for financial close, supporting corporate departments.
- Developed and presented departmental travel and expense reporting.
- Accounted for prepaid expense arraignments, processing employee travel and entertainment reimbursements.
- Maintained prepaid sub-ledger entries and reconciliations.
- Performed variance analysis, investigating, and resolving reconciling items.
- Processed invoices for vendors.

Unidine

2016 – 2019

Unidine exclusively provides food and dining management services across the country for senior living facilities, community hospitals, behavioral health clients, and corporate environments.

Accountant

- Analyzed cash accounts and cash reconciliations, managing the financials for multiple accounts.
- Tracked the flow of cash and credit card transactions daily.
- **Key projects and accomplishments include:**
 - Developed and implemented a reconciliation document for the Treasury department.
 - Allowed the department to adequately track and monitor data throughout the month while maintaining visual of cash activity.
 - Decreased theft and delayed deposits.

Local Motion of Boston

2016

Local Motion of Boston is a full-service transportation company that services the Boston area.

Junior Accountant

- Processed journal entries, credit card payments, and cash deposits.
- Finalized billing for customers upon completion of services.
- Calculated drivers pay by analyzing trip mileage and pay.
- Partnered with Senior Accountant to close out financials for rentals and driver invoices.

EDUCATION / CERTIFICATIONS

Master of Science, Real Estate Development, Massachusetts Institute of Technology (expected 2022)

Bachelor of Science, Finance, Excelsior College

Certificate, Commercial Real Estate Analysis and Investment, MIT School of Architecture and Planning

Level 1 Real Estate Financial Modeling (REFM) Certification in Excel for Real Estate (Level 2 & 3 in progress)

The Real Estate Financial Modeling Bootcamp

Notary Public, Commonwealth of Massachusetts

TECHNICAL SKILLS

Microsoft Office Suite (Word, PowerPoint, and advanced Excel, including VLOOKUPS and pivot tables), CoStar.

ASSOCIATIONS

Urban Land Institute (ULI) – Active Member

CREW Boston – Active Member