**104 Edmund Place – Detroit, MI 48201**

JACK RUSSO JR. **jackrusso.jr@gmail.com – 586.557.1993**

Employment

**Assistant Controller,** Rocky Produce Detroit, MI; 6/2015 – present

Assist Controller with accounting tasks for a produce distributor with revenue over $80M

Manage compensation for 55 employees, from union personnel to high-level executives

 Administrate online media and advertising; designed new website and new print ads

 Manage special projects included new website, print ads, compliance

**Project Manager,** Sandy Spring Builders Bethesda, MD; 5/2013 – 4/2015

Managed Construction, Selections and Purchasing teams for 10-12 custom homes annually

Executed contracts ranging from $1.8M - $3.3M; gross annual sales averaging over $19M

Collaborated with architects and engineers to meet clients’ needs and budgetary constraints

Coordinate completion of change orders

**Property Manager,** Rocky Investment Company Detroit, MI; 9/2012 – 3/2013

Managed a portfolio of 7 mixed-use properties in Eastern Market historic district

Handled lease administration, tenant relations, rent collection, accounting and maintenance

**Graduate Assistant,** Colvin Institute of Real Estate Development College Park, MD; 9/2010 – 8/2012

 Wrote monthly newsletter that was distributed to all staff, students and affiliates

 Photographed special events and construction site visits; created and maintained photo archives

**Project Management Intern,** Detroit Eastside Community Collaborative Detroit, MI; 1/2010 – 4/2010
 Coordinated architects, engineers and stakeholders for a 9-mile greenway construction project

Sought grants for recreational programming, health education and public art

**Research and Policy Intern,** Great Lakes Urban Exchange Ann Arbor, MI; 9/2009 – 12/2009

Composed features on Rust Belt cities to foster joint advocacy and placemaking initiatives

Researched and wrote abstracts on the Vacant Properties Campaign and Historic Tax Credits

Education

**University of Maryland** College Park, MD; 2010 – 2012 MRED, Master of Real Estate Development

**Coursework:** Market Analysis, Finance, Law, Construction Management, Asset Management, Public Private Partnerships, Negotiations, International Development, Urban Planning/Design

**China Study Tour**

Met with Development, Urban Planning and Architecture firms in Beijing, Shanghai Hong Kong

**Georgetown University** Washington, DC; 2011 Certificate, Business Administration

**University of Michigan** Ann Arbor, MI; 2005 – 2010 BA, Social Theory and Practice: Urban Studies and Religious Studies

**Semester in Detroit / India and Nepal Study Abroad**

Studied Urban Planning and Historic Preservation / Studied Religion and trekked the Himalayas

Volunteer and Community Activities

**Member,** United Fresh Produce Association 2015 – present

**Volunteer,** One Brick Detroit 2015 – 2016

**Member,** Urban Land Institute 2010 – 2015

**Volunteer,** The Detroit Partnership 2009 – 2010

**Social Chair,** Michigan Italian American Association 2006 – 2007

**Fine Arts Writer,** The Michigan Daily 2005 – 2006