

## **Tracy D. Riffe C.P.A.**

2119 Corte De Loma NW  
Albuquerque, NM 87120  
505-620-800

### **WORK EXPERIENCE:**

**Geltmore LLC** Albuquerque, NM Jan 2002 – Present

Controller and Property Manager:

Work directly for the owner. Currently manage 475,000+ SF of retail and office space. Responsibilities include negotiating new leases and lease renewals. Working directly with supporting vendors. Management of construction and tenant improvement projects. Preparation of monthly financial statements and consolidated cashflow projections. Also preparation of various Partnership, Corporate and Personal tax returns on a federal and state level.

**Robert Half Inc** Bellevue, WA 2001

Consultant:

Worked as a consultant in the Management Resources Group for one of the premier financial staffing companies in the country. Provided senior level interim financial services to a variety of clients. Assignments varied in length and industry. All engagements were concluded with exemplary reviews by the clients.

**The Supply Room** Seattle, WA 1999 – 2001

President/CFO/Owner:

Initially a Partner/CFO for a Janitorial/Office Supply company located in Seattle, WA. Negotiated the first ever outside funding package for the company. Instituted cost control measures, budgeting and cash flow projections. Eventually negotiated the company repurchase of the other stockholders' interests when they became a liability in the turn-around effort. Dealt directly with the company's major and minor vendors regarding a debt restructuring plan. Returned the company's business focus to its traditional market. Decreased per order transaction costs and increased company gross profit. Increased inventory turns and profitability. Sold my interest in the company in March 2001.

**Langly Associates**

Bellevue, WA

1985-1999

**Controller:**

Served as the sole financial officer for a locally owned real estate development and property management company. Reported directly to the President and Chairman. Worked as the liaison with the company's development bankers and financial partners. Supervised the disbursements on \$5-\$15 million in yearly development expenditures. Managed a portfolio of up to 350,000 SF of class A office space. Negotiated new leases; supervised construction of building and tenant improvements. Prepared individual, partnership and corporate tax returns. Managed company's HR services and other insurance plans.

**Wallace & Wheeler**

Bellevue, WA

1984-1985

**Controller:**

Served as the first financial Controller for a Bellevue real estate brokerage firm. Prepared budgets and cashflow projections for a fourteen branch office operation. Initiated branch level financial reporting. Supervised a staff of six. Prepared company and personal financial statements and tax returns.

**KPMG Peat Marwick**

Seattle, WA

1982-1984

**Senior Auditor:**

Responsible for direct supervision of audit field work for one of the then "Big 8 CPA Firms". Dealt directly with clients on a daily basis. Performed tests and review of client's financial statements. Assisted in the preparation of the Auditor's Opinion and management letters. Prepared personnel evaluations and reports for subordinates under my direct control.

**EDUCATION:**

University of Washington, BA - Business Administration/Accounting. Magna Cum Laude. GPA of 3.85

**CERTIFICATIONS:**

Washington State Board of Accountancy - Certified Public Accountant 1984