



## PHILLIP JONES

**Operations Manager**

**Email: [pjones@nreuv.com](mailto:pjones@nreuv.com)**

**Northern Real Estate Urban Ventures**

### SKILLS AND CAPABILITIES

- Project management and strategic planning
- Budgeting and market analysis
- Risk mitigation and quality assurance
- Expertise in project management

### CAREER PROFILE

*Northern Real Estate Urban Ventures, Washington, DC – Operations Manager, Oct 2023 – Present, Provide leadership and strategic guidance across all operational domains, including finance, accounting, human resources, and administration. Develop and implement operational policies, protocols, and best practices to optimize efficiency, productivity, and fiscal success. Oversee financial compliance and reporting activities for lenders and investors, working closely with the CFO to ensure accurate and timely reporting. Manage and optimize invoicing, accounts payable, and receivable processes, ensuring precise and punctual processing, invoicing, and collections. Collaborate with cross-functional teams to drive operational improvements, introduce new systems, and enhance overall corporate performance. Monitor staff performance related to system deliverables, task management, processes, protocols, and follow-up to ensure efficient team operations. Support Development Managers with the operational aspects of development projects.*

### EDUCATION

*Colorado State University, Fort Collins, CO, Certificate Project Management, Real Estate, 2020*  
*University Of North Carolina, Charlotte, NC, BS, Computer Science 2017*  
*NC Real Estate License, 2020*