



Alex T. Freeman

Consulting Director

Ivanhoe, VA



Phone

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Email

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Website

kppropertyadvisors.com

Work Experience

2018 - Present

KP Property
Advisors LLC
Richmond, VA

Consulting Director - Elevator Consultancy

- Communicate affectively between multiple parties to ensure successful project completions.
- Perform vertical transportation due diligence inspections, pre and post mod inspections
- Conduct modernization and maintenance contract bids
- Prepare technical reports, bid specifications and ad hoc analyses
- Draft modernization and maintenance specifications

2013 - 2018

The Treasure Box
Ivanhoe, VA

President & General Manager - Monthly Subscription Scrapbooking Club

- Improved production efficiency by 20%
- Streamlined processes between product design team and production team to reduce waste and focus groups to their specialties
- Set data recording methods in place to analyze health of business
- Exhibited at trade shows to increase club membership
- Provided customer service to over 1,000 club members

2012 - 2014

KP Property
Advisors, LLC.
Richmond, VA

Account Manager and Chief Analyst - Tech Start Up / Elevator Consultancy

- Managed accounts to ensure successful completion of contracts
- Performed due diligence inspections for investment decisions
- Analyzed multiple bids for a \$2 Million Dollar Modernization contract
- Prepared 90 Page bid specification for Modernization and maintenance contracts
- Coached employees on software tools such as Excel and Word as part of on-the-job training
- Designed and taught sections of several Project Management certification courses

2009 - 2012

RKG and Plow &
Hearth, LLC
Charlottesville,
Virginia

Marketing Analyst - Online Marketing and Multi-Channel Retail

- Grew Paid Search sales as a percentage of total online sales from 10% to 50%
- Expert in Excel (Macros, pivots, descriptive statistics, etc.), Word, SQL, PowerPoint and Access
- Programmed in Foxpro and MySQL to produce weekly reports and ad hoc market reports

2007 - 2009

RKG and Plow &
Hearth, LLC
Charlottesville,
Virginia

Associate/Building Transportation Management Consultant - Elevator Consultancy

- Prepared maintenance and construction specifications for \$3,000,000/5-year contract
- Produced bid scrubs & executive-level reports
- Managed bids for large modernization and maintenance contracts
- Created punch-lists for maintenance companies to complete
- Conducted Ride Quality and Ride performance tests
- Directed marketing of consulting services
- Used Six Sigma methods to improve report writing processes by 50%
- Designed operational plan for new inspections policies in NYC in 2009



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Education

2007 - 2008

M.S. in Business, Decision Sciences Concentration

Virginia Commonwealth University

2002 - 2006

B.A. in Philosophy

Southern University