



# MARY GRACE CRISOSTOMO

SR. ASSET MANAGER

## CURRENT ROLES AND RESPONSIBILITIES

### BEACON DEVELOPMENT GROUP (2019-Present) Senior Asset Manager

Mary Grace is the Senior Asset Manager for the HUD portfolio in WA and CA. Her responsibilities include the on-going assessment of the financial and physical condition of properties and developing strategies to ensure the long-term sustainability of the assets.

## PAST PROFESSIONAL EXPERIENCE

### ABHOW/BEACON COMMUNITIES, INC. (1999-2019) Asset Manager/Senior Asset Manager/Risk Management

Mary Grace started as a Site Administrator with American Baptist Homes of the West and was promoted to be the first Asset Manager of the organization. She started with a portfolio of 15 Affordable Housing Communities consisting of 1,500 units which grew to 37 HUD Communities consisting of 2,490 units under HumanGood Affordable Housing formerly known as Beacon Communities, Inc. Throughout her 20-year tenure, she monitored the HUD contract renewals, Resident Service Coordinator Grants, annual budgets and audit completion. She was responsible for overseeing the insurance renewal of the HUD & LIHTC portfolio as well as claims management. Her development experience was centered on tracking the pre-development and construction costs and the completion of the cost certifications.

### G&K Management Company (1998-1999) Site Administrator, San Jose Gardens, San Jose, CA

Mary Grace was responsible for the daily operations of a 187-unit multi-family community under HUD's Section 236 Program with Section 8 Set-Asides. She single-handedly maintained the compliance and reporting requirements of the community.

### BRITTANEX CARE HOMES (1996-1998) Rancho Palos Verdes, CA

Mary Grace was responsible for the administration of 8 privately-owned care homes in the Rancho Palos Verdes area of Southern California.



## REPRESENTATIVE PROJECTS

### SAN JOSE GARDENS, San Jose, CA

Financial and Compliance achievements for 187 multi-family units subsidized under HUD's Section 236 Program with Section 8 Set Asides.

### EL BETHEL ARMS, San Francisco, CA

Successfully generated over \$8,000,000 annually in federal funds for 200 units for low-income seniors.

## EDUCATION & COMMUNITY ENGAGEMENT

**ASSUMPTION COLLEGE, MANILA PHILIPPINES:** Bachelor of Science, Major in Accounting

**AHMA-NCH:** Certified Professional of Occupancy (CPO)

**THE NATIONAL CENTER FOR HOUSING MANAGEMENT:** Tax Credit Specialist

**NEIGHBORWORKS TRAINING INSTITUTE, CHAM Program:** Asset Management Specialist

MaryGrace.Crisostomo@HumanGood.org | 925.924.7102

6120 Stoneridge Mall Road #100

Pleasanton, CA 94588