

MEMORANDUM

TO: ServiceCorps
New York City College of Technology/Professional Development Center

FROM: Tonia Vailas, Executive Director
DCAS Real Estate Services/Financial Services

DATE: January 29, 2020

RE: Zi Di Chen – CUNY Service Corps (Internship)

Please be advised that Zi Di Chen has been an Intern for the NYC Department of Citywide Administrative Service (DCAS) since the beginning of the Fall 2019 semester; his start date was September 24, 2019. As of close of last timesheet, he completed 115-hours (or 48%) of the 240-hours available to him via the CUNY Service Corps program and if his schedule remains intact it will allow Zi Di to complete the maximum number of hours by the end of the Spring 2020 semester.

Zi Di is working as part of the Real Estate Services (RES) division of DCAS, this division supports the operational and real estate needs of the government of the City of New York. RES is responsible for the management of 37 million square feet of City-owned and/or occupied real estate, as well as citywide acquisitions (lease or purchase); sales and other dispositions of City-owned properties; architectural design, space planning and project management; zoning and land use analyses; disposition negotiations; property valuations and financial analysis of real estate transactions, are all under the purview of this division.

More specifically, Financial Services is made up five units of accounting and finance professionals that support the totality of RES to accomplish their individual missions by performing property valuations, lease administration, revenue & financial analyses, lease audits, plus budget & lease enforcement.

Zi Di's responsibilities while working alongside the professionals of Financial Services include, but are not limited to:

- Lease Enforcement: monitoring delinquent tenant accounts, tenant outreach, account reporting, and notice preparation for legal review
- Budget: monitoring of capital and expense budgets
- Revenue & Financial Analysis: review and analysis of lease data
- Lease Audit: compilation of lease data
- Property Valuations: market data collection and analysis, site inspections, lease analysis

Each of these responsibilities demand that Zi Di utilize his analytic and problem-solving skills; while remaining detail oriented and adaptable to ever-shifting priorities. While much of his work requires collaborative effort, his ability to work conscientiously has allowed him to work independently when necessitated by the work product.