

Anne Guidos Freeman, MSP

Experienced Program Administrator

Summary

My professional career includes extensive management experience in real estate and program administration. I am an innovative problem solver who is dedicated to creating practical financing solutions to support sustainable initiatives. This is accomplished through application of my physical sciences background to take an analytical approach in development of public policy recommendations and models, specifically at the intersection of real estate finance and environmental policy. With excellent relationship building skills, I enjoy leading dynamic teams to successful collaborations on projects that will make a positive impact on local communities and the environment. I am also a passionate international traveler, mentor, and teacher who seeks life-long learning experiences to grow professionally and to share this knowledge with others.

I have special expertise in the following areas: Public Administration and Policy, Project Management, Budget Planning, Mergers and Acquisitions, Real Estate Law, Market Feasibility Studies, and Environmental Policy.

Experience

Doctoral Candidate - Public Administration and Public Policy at University of Tennessee

2010 - Present (4 years)

I am researching new strategies for public-private partnerships to create innovative financing options for sustainability projects at the local government level. The primary objective is to find solutions that support community initiatives while balancing all components of the policy triad in environment, economy, and equity.

Project Manager - Howard H. Baker Center for Public Policy at University of Tennessee

March 2012 - September 2013 (1 year 7 months)

I served as the project manager for the U.S. Department of Energy SunShot Initiative's Rooftop Solar Challenge, including management of the proposal development process, oversight of the \$700K budget, and reporting requirements. My responsibilities included event planning of workshops, plenary sessions and seminars; promoting collaborations to enhance deliverables; and developing long-term strategies to increase the economic development potential of solar energy in local communities. My key role as the project facilitator to the city of Franklin, TN resulted in providing a deliverable to DOE on a successful public-private partnership for a solar energy station on government land with a net positive return on investment for both parties.

Program Coordinator - Division of Facilities Planning at University of Tennessee

May 2011 - May 2012 (1 year 1 month)

I assisted in the coordination of the capital projects and budgetary process for the University of Tennessee system and submission of proposals to state agencies for approval. My appraisal experience in real estate was applied to developing budgets for these capital projects. Other tasks included coordinating designer selection

for capital outlay, capital maintenance and revenue projects. I also aided in the development of SAP applications to streamline fiduciary and administrative duties.

Project Manager - Real Estate Administration at University of Tennessee

April 2007 - May 2011 (4 years 2 months)

I provided management support for daily operations and supervision of office staff. My top accomplishment was the development and maintenance of an inventory system for the University Land Portfolio, including GIS and data collection. I also wrote proposals (RFPs) to seek approval for system leases, easements, and right-of-ways from the State Building Commission Executive Subcommittee and marketed gifted properties from the Development and Foundation offices.

Adjunct Faculty Instructor - Business Department at Waynesburg College

January 2002 - December 2006 (5 years)

I taught courses in Real Estate Practice and Fundamentals that focused on real estate law and environmental factors that could affect conveyance of real estate property. The course curriculum included discussions on the importance of property owners and mortgage lenders who can be held liable for hazardous waste found on the property and instruction of applicable environmental laws.

Real Estate Manager, Associate Broker and Sales Expert at Howard Hanna Real Estate Services

January 1993 - January 2006 (13 years 1 month)

I have over 13 years of experience in real estate sales, brokerage services, and general appraisals of commercial and residential properties within family-owned and corporate real estate firms. Additionally, I am highly skilled in real estate office management to include training of sales staff, recruitment of top sales agents, supervision of budgets, adoption of new technology, and negotiating the close of sales transactions.

In 2003, I was recruited by the Regional Vice President to merge two large offices with over 40 sales associates. I developed a marketing campaign for the office and actively worked with each agent to create an individualized business plan. Within 18 months, my management efforts resulted in increased closed transactions by over 30%, capturing the #1 market share in the area and ranking as the 2005 "Most Improved Office" within the company of over 100 offices. Annually, this translated into over 550 sales transactions, 450 residential/commercial listings and 480 closings.

Intensive Care Laboratory Supervisor at UPMC

January 1984 - January 1993 (9 years 1 month)

I have twelve years of experience within a critical care lab that provided emergency stat chemistry and physiological tests for transplant patients. I held a supervisory position for six years with training responsibilities for new technicians and technologists. I provided critical services and care with compassion to patients at difficult times in their lives.

Projects

U.S. Department of Energy SunShot Initiative Rooftop Solar Challenge

February 2012 to September 2013

Members: Anne Guidos Freeman, MSP, Dr. Bruce Tonn, Principal Investigator, Dr. John Sanseverino, Co-Principal Investigator, Jean Peretz, MPA, Co-Principal Investigator, Dr. Tim Ezzell, Facilitator, Catherine Wilt, MS, Facilitator, Eric Ogle, MS, Facilitator, Tara Halstead, Esq., Brandi Grissino-Mayer, Graduate Research Assistant, Luke Waring, Graduate Assistant, Kelly Walker, Coordinator

The Rooftop Solar Challenge was part of the SunShot Initiative funded by the U.S. Department of Energy. The project focused on clearing the path for rapid expansion of solar energy by making the technology more cost-effective and developing models for other communities across the nation.

Baker Scholar, Howard H. Baker Center for Public Policy

2009 to 2010

Members: Anne Guidos Freeman, MSP

I was selected for a competitive honors program to conduct a yearlong research project on a public policy issue. I collected data and created spreadsheets on tax increments and property owners matched to GIS data for the Fort Sanders/Cumberland Avenue area in Knoxville, TN. This data has been used for redevelopment planning of the area and by public safety departments.

Publications

Case Study: Solar Project for the City of Franklin

U.S. Department of Energy SunShot Initiative Rooftop Solar Challenge 2013

Authors: Anne Guidos Freeman, MSP, Andrew Orr, AICP, Daniel Allen, P.E.

This case study provides an analysis, project timeline, roles and responsibilities, planning documents, and executed contracts associated with the solar project in Franklin, TN and may serve as a 'how to guide' for bringing an innovative solar project to a community.

Skills & Expertise

Project Manager

Proposal Writing

Teaching Experience

Project Management

Environmental Policy

Mergers

Feasibility Studies

Property Law

Higher Education

Grants

Organization

Grant Writing

Event Planning
Research
Public Speaking
Statistics
Critical Thinking
Fundraising
Qualitative Research
Solar Energy
Public Policy
Program Development

Education

University of Tennessee-Knoxville

PhD, Public Administration and Public Policy, 2010 - 2015

Activities and Societies: Pi Alpha Alpha National Honor Society

University of Tennessee-Knoxville

MS, Planning, 2008 - 2010

Activities and Societies: Baker Scholar - Howard H. Baker, Jr., Center of Public Policy

Gannon University

BS, Chemistry, 1978 - 1982

Certifications

ICMA Code of Ethics

Florida City and County Management Association 2012

Escrowed Real Estate Certificates: Licensed Real Estate Instructor, Licensed Real Estate Broker, Certified General Appraiser, Certified Residential Broker

Commonwealth of Pennsylvania 2000 to 2008

Courses

MS, Planning

University of Tennessee-Knoxville

Environmental Planning, Environmental Policy, Real Estate Investment and Finance, Economic Analysis and Development, Public Financial Administration

PhD, Public Administration and Public Policy

University of Tennessee-Knoxville

Future of Governance (Policy), Public Policy Process,
Policy Analysis, Public Management, Legal
Foundations of Public Administration, State and Local
Government and Politics, Leadership and
Organizational Theory in Higher Education
Empirical Theory and Methodology: Scope and
Methods in Political Science, Research Design,
Quantitative Political Analysis, Research and
Methodology in Public Administration

Project Manager - Howard H. Baker Center for Public Policy

University of Tennessee

Project Management Professional (PMP) Prep Course East TN PMI
Grant Writing and Proposal Development UT Office of Research

Organizations

Pi Alpha Alpha

President

2012 to Present

National Honor Society for Public Affairs and Administration

Tennessee City Management Association

Member

2010 to Present

Professional organization dedicated to improving the proficiency of local government managers

Volunteer Experience

Board of Directors at Turning Point II Substance Abuse Facility

2003 - 2007 (4 years)

Turning Point II is a non-profit counseling center that treats domestic violence and substance abuse patients in Washington, PA. I was appointed as Co-Chairperson of the Fundraising Committee (2003) and to the Board of Directors (2004-2007).

Community Representative, Policy Council at Community Action Southwest

2003 - 2006 (3 years)

CASW is a network of independent organizations with a shared mission to help low-income persons and families become economically self-sufficient in southwestern Pennsylvania. I served as a Community Representative on the Policy Council and also volunteered as a panel member for an outreach real estate ownership program.

Affiliate Member at Washington County Council on Economic Development

2003 - 2006 (3 years)

The council is a public-private partnership that supports small business and start-ups in Southwest Pennsylvania.

Interests

Solar Energy, Rooftop Solar, Photovoltaics, Renewable Energy, Sustainability, Real Estate Finance, Real Estate Law, Environmental Policy, Public Administration, Public Policy

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[Contact Anne on LinkedIn](#)