

Donna Meister-Simons
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Education: MBA with a concentration in Finance, Case Western Reserve University, 1987
BS in Chemistry Honors with a concentration in Physical Chemistry, Purdue University, 1981

Job History:

- 2003 - Present Robert Simons & Associates, Inc., *Chief Financial Officer*
Real Estate Economics, Finance, and Litigation Consulting Company. Direct all company finances, cash flow, taxes, billing and purchases. Perform Quality Analysis and Quality Control function for all reports and documents. Annually Manage and Coordinate approximately 20 clients, 30 projects, 6 part-time employees and 4 sub-consultants.
- 1996 - 2003 URS Corporation, *Project Manager*
Prepared Environmental Impact Statements, Wetland Delineation Reports, Permits, Section 4(f), Phase I and Phase II Hazardous Waste evaluations and related documents for government projects. Coordinated studies and scientific investigations of project site including endangered species, soil tests, hazardous waste, wetlands, stream habitat, archaeology, historic and design by a variety of subcontractors, in-house personnel, scientist, private investigators and clients. Consolidated reports and coordinated review with overseeing government agencies. Clients included all the transportation agencies, Federal, State and Local including: Federal Highway Administration, Department of Transportation, Federal Aviation Administration and Federal Transit Authority. Reviewing agencies included the State Historic Preservation Office, Department of Natural Resources, USFWS, Army Corps of Engineers, Environmental Protection Agency, local, regional, and state governments. Oversaw internal and external staff for projects, budgets and time management. Ran public meetings for input to government projects. Interviewed and collected input from concerned citizens, project businesses and residents and other interested parties.
- 1994 - 1995 East Cleveland, *Economic Development Director*
Developed funding proposals and applications for state, local and federal grants including HUD, DOD, Ice-T and CDBG. Reported program progress to funding agencies. Assured programs complied with state, local and federal laws and guidelines. Facilitated the payment of goods and services provided through these programs. Managed \$4.8 million Community Development Block Grant Program including Housing Rehabilitation, Home Ownership Programs, Street Resurfacing and other Community Activities. Supervised CDBG staff of nine including three managers and six support staff.
- 1993 - 1994 Lutheran Housing, *East Cleveland Housing Specialist*
Developed Purchase/Rehab Home Ownership Program in East Cleveland. Acquired houses to rehabilitate. Marketed finished homes to low to moderate income first-time home buyers. Arranged bank financing with special federal and foundation subsidies. Developed marketing brochures, advertising and promotional material to provide the public with information about available home ownership services. Arranged public meetings with 19 churches, 12 block clubs and 23 other community groups and social service agencies to promote home ownership. Worked with local financial institutions to create home ownership programs.
- 1991 - 1993 Forest City Enterprises, *VP of Finance*
Arranged equity and debt financing for commercial real estate projects. Prepared cash flow, project cost, economic and financial analyses. Developed and distributed investment packages for outside investors, banks, and other institutions. Negotiated terms and conditions for equity and debt. Financed high-tech and bio-tech laboratory office space for start-up companies in University Park at

Massachusetts Institute of Technology (MIT). Prepared financing packages for two large shopping center developments in Chicago and Buffalo.

1981 - 1991 Standard Oil of Ohio/BP America

Financial Analyst - Managed \$8 billion of group debt, corporate and business financing and funding, foreign exchange trading, BP America balance sheet forecasting, credit rating analysis, and commodity-linked financing. Provided financial consulting services and advice to business areas. Coordinated financial details for \$1.5 billion sale of BPA Mineral's business and repurchase of \$4.9 billion BP stock. Balanced company's cash need with debt. Financed Gold and Silver Mines, issued debt and foreign exchange.

Accounting Analyst - Translated accounting results into practical technical terms. Assembled and coordinated preparation of \$300 million Sohio Oil income and capital budget for presentation to upper management. Updated budget forecast and reported actual financial performance. Explained variances in terms of oil industry business conditions and events. Reviewed and made recommendations on capital projects greater than \$5 million. Assisted in drafting proposals for presentation to upper management.

Economic Analyst - Prepared \$175 million transportation expense budget. Identified and performed economic analysis on distribution, marketing and trading projects and activities. Worked jointly with engineering staff to implement distribution and storage projects that optimized the system by minimizing delivery costs. Analyzed and directed implementation of storage and distribution aspects for Standard Oil's re-entrance into military jet fuel market. Evaluated economic feasibility for product distribution projects.

Technical Analyst - Performed economic, technical, market and strategic analysis on new business opportunities, including alcohol fuels, MTBE and oxygenated fuel additives, coke, and coal combustion. Maintained open communications with legislative and political organizations regarding energy regulations. Evaluated technical feasibility of alternate fuels and related technologies.

Research Chemist - High Overtone Spectroscopy in Laser Laboratory. Published numerous internal Technical Reports, and two peer review articles in the Journal of Physical Chemistry. Presented research results at several scientific conferences and lectures.

Publications: February 2, 1984. *Photoacoustic Spectroscopy of Vibrational Overtone in Gas-Phase CH₃OH and CH₃OD*. The Journal of Physical Chemistry. Vol. 88. No. 3. American Chemical Society.
February 2, 1984. *Overtone Spectroscopy of Nonequivalent Methyl C-H Oscillators Influence on Conformation on Vibrational Overtone Energies*. The Journal of Physical Chemistry. Vol. 88. No. 3. American Chemical Society.

Volunteer Activities – I have always been involved in the community. My finance and organizational skills have allowed me to work for a number of non-profit to help organize financials and fundraise. I have written and help write funding proposals including grants, to both corporations and foundations.

West Side Project Council of Habitat for Humanity - Founding President, 1990
Cleveland Public Schools, Thomas Jefferson Junior High – Taught 8th grade math, 1988-1993
Near West Housing Corporation - Development Committee, 1992
Emerald Development and Economic Network, Inc. - Board Member, Mental Health Housing, 1994
City of East Cleveland Public School, Kirk Junior High – Taught 8th grade math, 1993-1994
Northeast Shores Development Corporation - Local Community Development Corporation, 1995
Buelah Park Association - Treasurer, Homeowners Association, 1997
Beth El – Heights Synagogue – Building Committee Chair, 2004
Fuchs Mizrahi School – Sports Night and Raffle fundraiser, 2005
American Women in Torah – Fundraising and Hospitality Committee, 2006
Fuchs Mizrahi School – Board, 2007

Personal Note - I am an avid reader and traveler. Our family has lived in both South Africa and Israel.