

Dana M. Levy, CPA

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Professional Experience

Oaktree Capital Management

Los Angeles, California

Senior Fund Administrator – Private Partnership Investment Accounting

April 2010 – Present

- ◆ Manage a domestic private equity funds, with a strategy focused on bank debt and equity securities
- ◆ Prepare quarterly and year-end financial statements (including footnote disclosures) in accordance with US GAAP
- ◆ Perform the monthly close process for the portfolio including pricing, management fee and expense accrual calculations, reconciling portfolio data and assisting in the review process of the custodian's records
- ◆ Produce a monthly flash earnings report for management, compiling estimated returns and multiples on invested capital, for all Principal Funds
- ◆ Calculate and assess the Fund's gross and net internal rates of return, utilizing the waterfall model to allocate preferred returns and GP incentive
- ◆ Analyze the Principal Group Holdings and Cash reports on a weekly basis, determining key investment movements by fund and industry
- ◆ Coordinate with Investor Relations when responding to clients, including analysis of monthly/quarterly performance activity, contributions/distributions and other ad hoc requests
- ◆ Post daily trading and non-trading fund related transactions, including equity and fixed income trades, par and distressed bank debt trades and private deals
- ◆ Provide support and analysis to the portfolio management group

The Blackstone Group

New York, New York

Accounting Manager / AVP – Real Estate Finance & Accounting

May 2006 – April 2010

- ◆ Coordinated and reviewed quarterly and year-end financial statements for multi-currency real estate opportunity funds in accordance with US and UK GAAP, both at the GP and Fund level, respectively
- ◆ Oversaw the preparation of a deadline driven quarterly reporting process, including reviewing work papers, partner allocations and financial statements for accuracy and completeness
- ◆ Assisted in the quarterly valuation process by acting as a liaison between asset management and the finance group, in order to collect and analyze the underlying support and assumptions for each investment's discounted cash flow model
- ◆ Compiled the quarterly valuation book, Audit Committee presentation and other statistical reports requested by Management
- ◆ Reviewed changes in cash flow assumptions, market comps, debt service coverage ratios, sensitivity tables and other metrics to ensure investments were in line with the Fund's valuation policies
- ◆ Produced a flash earnings report for the Firm's management in order to calculate the promote impact from asset valuations
- ◆ Collaborated in the development and implementation of a new valuation / asset management reporting system (PCRS), which tracks dynamic data and automatically generates reports used for valuations, as well as investor reporting
- ◆ Prepared sensitivity analyses, projections and forecasts across all real estate funds, both domestic and international
- ◆ Tracked investment activity of the Funds, including capital calls, distributions and management fees
- ◆ Determined the appropriate treatment of distribution proceeds received by the funds, and prepared / reviewed the waterfall calculations
- ◆ Calculated the net promote and maximum clawback allocated between the General Partner and Limited Partners when the Fund was below hurdle
- ◆ Supported Investor Relations including preparing LP Annual Meeting presentations, financial modeling, performance memos and additional ad-hoc requests
- ◆ Calculated the quarterly and cumulative currency impact on investments
- ◆ Analyzed foreign currency exchange transactions to ensure investments were properly marked-to-market
- ◆ Supervised 3 to 4 fund accountants in their daily responsibilities for maintaining the books and records of the Funds
- ◆ Developed staff by teaching, supervising, and guiding through technical areas
- ◆ Contributed towards others' career development by giving guidance to junior colleagues, and providing insightful, real-time corrective feedback

Ernst & Young, LLP

McLean, Virginia

Assurance and Advisory Business Service – Real Estate / Financial Service Group

October 2003 – May 2006

Senior Accountant

- ◆ Focused client base including two SEC registrants (one a Fortune 1000 company) operating in the real estate and hospitality industries
- ◆ Planned and executed all aspects of a financial statement audit, including quarterly and annual filings with the Securities and Exchange Commission, audit testing strategies, review of internal controls, preparation of financial statements and the preparation of management recommendation letters focusing on improved operating effectiveness
- ◆ Analyzed bond models for CMBS assets and gained an understanding of changes in IRR rates
- ◆ Reviewed cash flow projections and assumptions used in the client's fair value models
- ◆ Supervised less experienced team members and contributed to their development related to technical issues, auditing techniques and documentation standards

Education

The George Washington University

Washington, DC

Masters of Accountancy

Fall 2002 – Spring 2003

- ◆ Cumulative GPA: 3.7

Florida State University

Tallahassee, Florida

Bachelors of Science / Accounting

Fall 1998 – Spring 2002

- ◆ Cumulative GPA: 3.6
- ◆ Cumulative GPA: 3.5

Leadership

UJA Federation (Spring 2009 – Spring 2010)

Emerging Leaders and Philanthropists Volunteer Committee

- ◆ Planned and recruited for various volunteer events at non-profit agencies throughout New York

Observership Program

- ◆ Experienced the operations of board governance and strategic planning by attending all board meetings as a non-voting member for one of UJA's affiliated agencies

Ernst & Young, LLP (Fall 2005 – Spring 2006)

Senior Committee

- ◆ Acted as a liaison between senior accountants and partners in order to address changes in the business environment, current industry topics and any areas of concern

The George Washington University (Fall 2002 – Spring 2003)

Teaching Assistant – Introduction to Financial Accounting

- ◆ Assisted the professor in preparing class lectures, grading homework / tests and keeping track of students' performance. Tutored students for additional help and guidance

Honor and Affiliations

- ◆ **American Institute of Certified Public Accountants**
- ◆ **Beta Gamma Sigma:** Business honor society recognizing students that graduated in the top 10% of their class

Additional Information

- ◆ Proficient in Microsoft excel, including the use of pivot tables, building macros and running DCF models
 - ◆ Expertise using Investran, Advent Geneva and JD Edwards Accounting software
 - ◆ Extensive knowledge of the AICPA Investment Company guide and FAS 157
 - ◆ Detailed oriented with the ability to continually monitor processes and procedures to optimize the effectiveness of a group
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