

**General Information**

Board/Commission and seat you are seeking:  
Real Estate Appraisers Board, Appraiser

Additional Boards/Commissions of interest:  
None

State Boards/Commissions on which you have served:  
None

First Name

Wendy

Middle Name

Last Name

Lawrence

**Conflict of Interest**

Full disclosure of personal financial data under AS 39.50.010 is required for certain boards and commissions. Are you willing to provide this information if required for the board or commission which you are applying?

Yes

Service in a public office is a public trust. The Ethics Act (AS 39.52.110) prohibits substantial and material conflicts of interest. Is it possible that you or any member of your family will benefit financially by decisions to be made by the board or commission for which you are applying? If you answer 'yes' to this question you MUST explain the potential financial benefit.

No

Please explain the potential financial benefit

**Employment History**

Employment work history including paid, unpaid, or voluntary.

**EXPERIENCE HISTORY:**

2015 – Present – Assessing Director – City and Borough of Sitka

Administration of the tax assessment function of the City and Borough of Sitka resulting in over 25% of the general fund revenue for the municipality. Duties include: supervision and guidance of the annual assessment process from valuation to roll certification. This process includes management and valuation of over 5,000 real and personal property accounts through mass-appraisal modeling. My experience here encompassed moving a non-automated department into a fully-automated computer-assisted mass-appraisal (CAMA) system for greater efficiency in the administration of the property tax assessment function, and thus the recapture of under-collected revenues for the city and borough of Sitka.

2011 – 2015 – Assistant State Assessor – State of Alaska, Department of Commerce, Community & Economic Development, Division of Community and Regional Affairs

Responsible for the valuation of the annual full and true value estimates (includes real, personal, residential and commercial property) for all municipalities in the state, monitoring the assessment practices for all taxing jurisdictions to ensure compliance with state and federal tax laws, and providing technical property tax assessment and valuation assistance to cities and boroughs across the state. Responsibilities also include advising and assisting municipalities on procedures of assessment, valuation, and taxation, and notification of any major errors in those procedures to include training and informative sessions with Boards of Equalizations across the state.

2010 – 2011 – Assistant Petroleum Property Assessor – State of Alaska

Responsible for the annual comprehensive valuation of all exploration, production and pipeline transportation properties, and related equipment, in Alaska in order to develop the annual full and true value estimates of all taxable petroleum property (both real and personal property).

2005 – 2010 - Appraisal Analyst – Commercial & Residential Real Property - Municipality of Anchorage

Responsibilities included mass-appraisal model specification and calibration utilizing multiple regression analysis for commercial and residential real property. The annual work-cycle encompassed comprehensive market analysis, sales analysis, appraisal reviews, completion of commercial and residential property inspections, preparation and presentation of both residential and commercial tax appeal cases before the MOA Board of Equalization, and provided supervision, technical support and work-review for other appraisal staff at these hearings.

2004 – 2005 - Senior Appraiser – Residential, Municipality of Anchorage

Work entailed property inspections, data collection, land valuation, appraisal reviews, and Board of Equalization Case presentations defending annual property evaluations of residential and commercial properties

2003 – 2004 - Licensed Real Estate Agent, Prudential Jack White Real Estate

Current State of Alaska Real Estate Licensee with extensive sales experience, contract negotiation experience and real estate contract management experience. Transacted real property sales within the Anchorage/Mat-Su Boroughs to include contract negotiations, real property inspection, and real property contract management from initiation to closing.

2000 – 2002 - Sales/Office Manager, Bristol Bay Cellular Partnership, Kodiak Alaska

Managed & operated the Kodiak branch office providing wireless products & services, and maintained an active community involvement while representing the company.

WENDY J. LAWRENCE

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**EXPERIENCE HISTORY (Continued):**

1998 – 2000 - Senior Appraiser, Castle Inspection Service, Friendswood Texas (See Above)

1997 – 1998 Sales Representative, Metropolitan Life Insurance Co., Houston Texas

1994 – 1996 Home Interior Sales, Classic Creations, Friendswood Texas

1992 – 1994 Deputy City Clerk, City of Kodiak, Kodiak Alaska

1989 – 1992 Actuarial/Benefits Analyst, Towers, Perrin, Forster & Crosby, Houston Texas

1982 – 1988 Sales Assistant, Reef Industries, Houston Texas

**Education, Training, Experience & Qualifications**

List both formal and informal education and training experiences:

1988 – Bachelor of Science – Economics/Mathematics, Texas A&M University, College Station Texas

1996 – Appraiser Training Program – Castle Inspection Service, LLC, Salt Lake City, Utah

Completed Appraisal Courses:

AI-Real Estate Finance, Statistics & Valuation Modeling 2017

AI-FHA Appraising Principles & Procedures-2017

AAAO Course 1A – Assessment Process – 2004

AAAO Course 3A - Predictive Modeling Concepts with Microsoft Excel – June 2009

IAAO Course 101 – Fundamentals of Real Property Appraisal - 2005

IAAO Course 102 – Income Approach to Valuation - 2006

IAAO Course 112 – Advanced Income Valuation “Income Approach to Valuation II” – October 2007

IAAO Course 201 – Appraisal of Land – October 2010

IAAO Course 300 – Fundamentals of Mass Appraisal – October 2008

IAAO Course 311 – Residential Modeling Concepts – October 2005

IAAO Course 312 – Commercial Modeling Concepts - November 2011

IAAO Course 500 – Fundamentals of Personal Property Appraisal - 2010

IAAO Workshop ITW - Instructor Training Workshop – September 2011

IAAO Workshop 151 – Uniform Standards of Appraisal Practice 15-Hour Course - October 2005

IAAO Workshop 163 – Marshall & Swift Commercial Valuation – July 2007

USPAP – Uniform Standards of Professional Appraisal Practice (7-Hour Updates) – 2017

CLT Tyler Labs– Computer Assisted Mass Appraisal Modeling– John Thompson 2005 On-site Training

CLT Tyler Labs– Computer Assisted Mass Appraisal Modeling - John Thompson 2007 On-site Training

Appraisal Institute: Appraisal of Residential Property for Foreclosure & Pre-foreclosure – September 2008

Ted Whitmer Companies: Defending and Attacking an Appraisal in for Litigation– Ted Whitmer – July 2009

The Beckman Co: The Technical Inspection of Real Estate– 2005

Advanced Field Services: Insurance Appraisal Instruction – 2006-2007

Castle Inspection Service: Construction Fundamentals & Design - 1996

Cold Climate Housing Research Center – Energy Efficiency in Residential Construction 2011

Workshop demonstrating proven energy efficiency techniques for residential new construction or remodeling, how to recognize these proven techniques, providing methods of measuring the value added vs. actual costs

PETE 205: Fundamentals of Drilling Practice – 2011 – UAF Anchorage, AK

PETE 206: Fundamentals of Petroleum Production – 2011 – UAF Anchorage, AK

Appraisal Courses Instructed:

AAAO Course 1A – Assessment Process – 2011 – MatSu Borough

AAAO Course 1A – Assessment Process – 2012 – North Slope Borough

AAAO Course 3A - Predictive Modeling Concepts with Microsoft Excel – Dec 2012

List any professional licenses, certifications, or registrations and dates obtained that may be used as qualifying criteria:

State of Alaska Certified Residential Real Estate Appraiser #740

Alaska Association of Assessing Officers– Alaska Certified Assessor Appraiser #241

List any community service, municipal government, and state positions held, and any awards received.

Assessing Director - City and Borough of Sitka (Present)

Assistant State Assessor - State of Alaska (Former)

Assistant Petroleum Property Assessor - State of Alaska (Former)

### Conviction Record

Have you ever been convicted of a misdemeanor within the past five years or a felony within the past ten years?

No

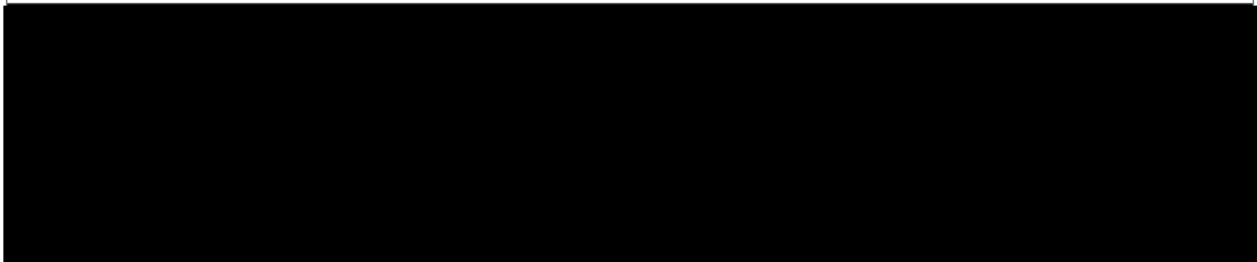
Conviction Circumstances

### Certification of Accuracy & Completeness

By submitting this online application, I swear the information I have entered on this form is true to the best of my knowledge. I understand that if I deliberately conceal or enter false information on the form my application may be rejected, I may be removed from the list of eligible candidates, or I may be removed from the position. I agree that the Office of the Governor may contact present or former employees or other persons who know me to obtain an additional information about my skills and abilities. I understand that the information on this application is public information and may be released through a legal request for such information.

Type "I certify"  
"I certify"

Resume Addendum:



## **OBJECTIVE:**

Valuation professional, skilled in all aspects of fee and mass-appraisal, tax assessment policies and procedures, and extensive knowledge of the state and local statutes and regulations that guide the annual valuation process. Applicant brings comprehensive knowledge of the principles and practices of real and personal property appraisal and over nineteen years of directly relevant assessment and appraisal experience.

## **EXPERIENCE HISTORY:**

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1989 – 1992 Actuarial/Benefits Analyst, Towers, Perrin, Forster & Crosby, Houston Texas  
1982 – 1988 Sales Assistant, Reef Industries, Houston Texas

## EDUCATION & CERTIFICATIONS:

1988 – Bachelor of Science – Economics/Mathematics, Texas A&M University, College Station Texas  
1996 – Appraiser Training Program – Castle Inspection Service, LLC, Salt Lake City, Utah  
2000 – Cisco Certified Network Administrator Program – Kodiak College (UA – Kodiak)

### Certifications & Licenses:

State of Alaska Certified Residential Real Estate Appraiser #740  
State of Alaska Real Estate Sales Licensee #15930  
Alaska Association of Assessing Officers – Alaska Certified Assessor Appraiser #241

### Professional Memberships:

Instructor: IAAO Certified Instructor – 2011 to 2015  
Board Member: IAAO Editorial Review Board Member – 2012 to Present  
Board Member: IAAO Communications Committee – 2012 to 2016  
Member: International Assessing Officers Association – 2004 to Present  
Member: Alaska Association of Assessing Officers – 2004 to Present  
Board Member: Alaska Association of Assessing Officers – 2015 to Present

### Completed Appraisal Courses:

AI-Real Estate Finance, Statistics & Valuation Modeling 2017  
AI-FHA Appraising Principles & Procedures-2017  
AAAO Course 1A – Assessment Process – 2004  
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AAAO Course 1A – Assessment Process – 2012 – North Slope Borough  
AAAO Course 3A - Predictive Modeling Concepts with Microsoft Excel – Dec 2012

## **COMPUTER/TECHNICAL SKILLS:**

- Advanced experience in CAMA (Computer Assisted Mass-Appraisal) Modeling and calibration for both commercial and residential real property;
- Advanced experience in MS Excel having designed many custom spreadsheets for efficient information management
- Experienced using geographical information systems (GIS) and in aerial photo interpretation;
- Adept at examining, measuring, photographing, and assessing real residential and commercial property
- Ten plus years of experience in the technical inspection of real estate, with complete knowledge of the construction cycle
- Utilized SAS for statistical analysis
- Experienced in Windows 3.1/95/98/ME/NT/2000/XP/VISTA/7.0; MS Word, MS Excel, MS Publisher, Front Page; WordPerfect; MS Outlook – Schedule Management
- Utilized FORTRAN programming skills for actuarial valuations