

Dana M. Levy

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Professional Experience

Oaktree Capital Management

Assistant Vice President – Fund Accounting, Closed-end Funds

Los Angeles, California

April 2010 – Present

- **Portfolio Analysis & Reporting**
 - Model Fund and investment performance to be included in marketing materials and LP presentations
 - Coordinate and review the calculation of AUM and GP Income for Corporate on a monthly and quarterly basis
 - Utilize the Funds' waterfall models to calculate return of capital and preferred return distributions, determine whether the GP is in its catch-up period, and determine the split of any remaining distribution profits
 - Assist in the review of the economic terms in the LPA, including the allocation of profit and losses, carried interest and management fees
- **Marketing and Client Relations**
 - Review and approve all investor communication materials, including capital calls, distributions, performance updates and fund financial statements
 - Review Limited Partner relationship and investment summaries to assess accuracy of relationship history, capital activity, unrealized value and returns for the underlying Funds
 - Work with Marketing Collateral and Legal to coordinate the development of certain business sections of the PPM during fundraising periods (e.g., investment performance)
 - Coordinate with Legal and Compliance to determine key factors when marketing new funds (e.g., fee structure, entity structure and allocation provisions)
- **Accounting and Investment Support**
 - Manage a team of five fund accountants and oversee five Funds, with an investment strategy focused on distressed credit, private equity and special situation investments
 - Prepare and review quarterly and year-end Fund level financial statements with multiple levels of consolidation (including footnote disclosures) in accordance with US GAAP, the AICPA Investment Company guide and FAS 157
 - Provide support to Investment Professionals during the acquisition period for new investments (e.g., appropriate tracking and recording of transactions, reorganizations and transaction funding)
 - Manage the monthly and quarterly close process for each Fund including pricing, management fee and expense accrual calculations, reconciling portfolio data and calculating and compiling estimated returns
 - Define departmental objectives, and develop short term and long range plans and projects for the Group
 - Direct and manage the quarterly Fund consolidation process by acting as a liaison between Accounting and Corporate
 - Assess and propose process and systems enhancements (e.g., Investran, Advent Geneva/World Investor and Salesforce) and subsequently lead the conversion and implementation of these new processes and systems, which improves accuracy of financial information, streamlines financial reporting and enforces compliance among the Funds
 - Interview, hire and coordinate the training of new employees

The Blackstone Group (Blackstone Real Estate Advisors)

Accounting Manager –Finance & Accounting

New York, New York

May 2006 – April 2010

- **Portfolio Analysis & Reporting**
 - 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
 - Analyzed foreign currency exchange transactions to ensure investments were properly marked-to-market
 - Prepared sensitivity analyses, projections and forecasts across all real estate funds, both domestic and international
 - Produced a flash earnings report for the Firm's management in order to calculate the promote impact from asset valuations
 - Calculated the quarterly and cumulative currency impact on investments
 - Compiled the quarterly valuation book, Audit Committee presentation and other statistical reports requested by Management
- **Marketing and Client Relations**
 - Supported Investor Relations including preparing LP Annual Meeting presentations, financial modeling, performance memos and additional ad-hoc requests
 - Tracked investment activity of the Funds, including capital calls, distributions and management fees and prepared summaries on each Limited Partner
- **Accounting and Investment Support**
 - Supervised 3 to 4 fund accountants in their daily responsibilities for maintaining the books and records of the Funds
 - Coordinated and reviewed quarterly and year-end financial statements for a multi-currency real estate opportunity fund in accordance with US and UK GAAP, the AICPA Investment Company guide and FAS 157, both at the GP and Fund level, respectively
 - Acted as a liaison between Fund Accounting and Corporate during the Blackstone IPO (April, 2007), including review of the S-1 to ensure accuracy and appropriate representation of Fund performance
 - Determined the appropriate treatment of distribution proceeds received by the funds, and prepared / reviewed the waterfall calculations
 - 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
 - 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

Professional Experience (continued)

Ernst & Young, LLP

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

Senior Accountant

McLean, Virginia

October 2003 – May 2006

- 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 and evaluated them for the audit of Level III assets
- Supervised less experienced team members and contributed to their development related to technical issues, auditing techniques and documentation standards
- 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

Education

Certified Public Accountant (CPA)

Inactive

The George Washington University School of Business

Masters of Accountancy

- GWSB Merit Based Scholarship
- Cumulative GPA: 3.7 (Graduated with honors distinction)

Washington, DC

September 2002 – May 2003

Florida State University

Bachelors of Science / Accounting

- Cumulative GPA: 3.8 (Magna cum laude)

Tallahassee, Florida

August 1998 – April 2002

Leadership

Network for Teaching Entrepreneurship

Junior Board Member

Los Angeles, California

May 2010 – June 2011

- Promote academic and personal achievement for high school students in low-income communities through business and entrepreneurship education
- Part of a fourteen person junior board to support the strategic and fundraising initiatives of the organization, have raised over \$50,000 through co-hosting two fundraising golf tournament events

UJA Federation

Emerging Leaders and Philanthropists Volunteer Committee

New York, New York

May 2009 – April 2010

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

Observer ship 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

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
- **The National Society of Collegiate Scholars:** Honors organization that recognizes and elevates high achievers on the basis of scholarship, leadership and service