



## Robin Thorne

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### EXPERIENCE

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- Vice President, Training & Asset Management** **RTHawk Housing Alliance**  
2016 – Present
- Ensures projects maintain Compliance with LIHTC, NAHASDA and other program requirements
  - Provides updates and comments on pending Federal legislation affecting Tribal Housing
  - Works with State Housing Agencies to ensure program requirements properly reflect Tribal Housing Operations/Programs
  - NAIHC/ONAP approved Trainer for Indian Country Affordable Housing programs: LIHTC, NAHASDA, AHP, ICDBG, and others
  - Assists clients with Investor and State reporting requirements
  - Provides third party file reviews for initial move-in and tenant recertification files
  - Coordinates initial project rent-up for new or acquisition rehabilitation LIHTC projects
  - Provides onsite inspections utilizing the Uniform Physical Condition Standard (UPCS) protocol
  - Works with Tribal clients to prepare required responses to third party inspection reports from State Housing Agencies / Investors
  - Member Housing Credit College NCPE Advisory Board
  - Member National Association of Home Builders (NAHB) Housing Credit Compliance Professional (HCCP) Board of Governors
- Partner** **VitalSpirit LLC**  
2013-2016
- Developed and managed Affordable Housing Projects utilizing the Low-Income Housing Tax Credit (LIHTC) program with Tribal clients
  - Worked with Tribal clients to ensure Compliance with the LIHTC, NAHASDA, Affordable Housing Program (AHP) and other Affordable Housing Program Regulations
  - Prepared and presented customized presentations to Tribal groups relating to LIHTC and NAHASDA, and related Affordable Housing programs
  - Conducted on-site Training for clients and is Certified as a National Compliance Professional Executive (NCPE)
  - Worked with Tribal clients and LIHTC Investors to complete due diligence, complete closing documentation, prepared draw requests and satisfied final pay/project closeout requirements
  - Assisted with resolution of problems associated with Operations and/or State Housing Agency/Investor related Compliance findings
- Vice President** **Travois, Inc.**  
2012-2013
- Developed and managed relationships with Tribal clients, Tribal advocacy groups, State allocating agencies and Elected Officials
  - Drafted and promoted regulatory changes to ensure Tribal clients have access to All Low-Income Housing Funding and Other Grant Sources
  - Created Project Specific Training programs for Tribal Housing staff, Tribal Housing Boards and Tribal Councils
  - Served on the NCPE Advisory Board for the Housing Credit College



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#### **Travois Asset Management, LLC**

2003-2012

##### **Director**

- Worked directly with Tribal Housing Authorities to set up tenant files to ensure Compliance with Tax Credit Rules and Regulations
- Worked with the National American Indian Housing Council (NAIHC), created the NAHASDA & Tax Credit Compliance Professional (NTCCP) - Curriculum, Training Course and Certification
- Created a Comprehensive Training Manual geared toward Policies And Procedures that will ensure Compliance with NAHASDA, LIHTC, Rural Development and Section 8 Housing programs to assist with multiple sources of Financing
- Housing Credit Certified Professional (HCCP), designated by the National Association of Home Builders
- National Compliance Professional Executive (NCPE), designated by the Housing Credit College

#### **Empire Cogen, Inc.**

1996-2003

##### **Paralegal**

- Reviewed and ensured Compliance with all third party contracts; prepared and coordinated responses to third party due diligence requests
- Drafted subcontract agreements; monitored subcontractor and equipment vendor compliance with contract requirements, including Department of Defense contracting requirements
- Worked directly with corporate counsel on all litigation/arbitration matters, including the drafting of pleadings, responses and requests for discovery, and trial preparation
- Handled initial formation of various corporate entities; maintained annual corporate book minutes/updates and annual franchise tax returns

#### **Labor World d/b/a Synadyne Keaton & Rutland, P.A.**

1995-1996

##### **Paralegal**

- Responsible for legal research relating to corporate and tax laws
- Handled the transfer of property into client's Revocable Trusts
- Responsible for maintaining corporate books and records for more than 50 corporate clients, which included filing of annual reports and updating information for annual meetings of directors and shareholders

##### **Human Resources Coordinator**

- Reviewed client procedures and offices to ensure compliance with local and federal labor laws
- Prepared proposals for potential clients
- Instructed clients on proper policy and procedures for OSHA, EEOC, ADA, as well as other state and federal regulatory compliance
- criteria

Website: [RTHawkHousing.com](http://RTHawkHousing.com)

Phone: 701-540-6445

Email: [Management@RTHawkHousing.com](mailto:Management@RTHawkHousing.com)

Fax: 877-659-2644



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#### Paralegal

**Blasingame, Forizs, & Smiljanich, P.A.**

1993-1995

- Responsibilities included legal research, discovery preparation and analysis, review/analyze substantial document productions, review and summarize medical records, preparation of litigation/discovery databases, deposition summaries, preparation/management of exhibit lists for large litigation cases, and trial preparation.

#### Other Professional Experience

- Office Manager/Paralegal | Empire Energy Management Systems, Inc. 1989–1993
- Office Manager/Paralegal | Duryea and Slater, P.A. 1988–1989
- Legal Secretary/Assistant | Fox, Fox, & Berz, P.A. 1987–1988

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### EDUCATION

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Bachelor of Arts  
Associate of Science

English/Communications  
Paralegal Program (pending 10 hrs.)

University of South Florida, 1985  
St. Petersburg College