



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 03/21/2024

Please check the committee for which you are applying for:

- | | |
|--|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input type="checkbox"/> Building Authority | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Parks & Recreation Committee |
| <input checked="" type="checkbox"/> Historic District Commission | <input type="checkbox"/> Tree Committee |
| <input type="checkbox"/> Inclusion, Diversity, & Accessibility Committee | <input type="checkbox"/> Other: _____ |

Name: Georgina Khamo

Address: 27424 Rainbow Cir, Lathrup Village, MI 48076

Phone: 313.600.3236 Street, City, State, Zip Email: gina.khamo@gmail.com

Are you at least 18 years of age: YES NO

Are you a registered voter in Lathrup Village: YES NO

Have you been a resident of Lathrup Village for 1+ years: YES NO

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: _____ Date: 03/21/2024

Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.

**Return completed application to:
 Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076**

Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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Georgina Khamo
27424 Rainbow Cir
Lathrup Village, MI 48076
gina.khamo@gmail.com
313.600.3236

03/21/2024

Lathrup Village Historic District Commission
c/o Lathrup Village City Clerk
27400 Southfield Rd.
Lathrup Village, MI 48076
cityclerk@lathrupvillage.org

Re: Historic District Commission Application

Dear Members of the Lathrup Village Historic District Commission,

I am writing to express my strong interest in serving on the City Historic District Commission and to formally submit my application for consideration. With a deep-rooted passion for historic preservation and a commitment to safeguarding the unique architectural heritage of our community, I believe I am well-equipped to contribute meaningfully to the commission's mission.

As a newer resident, the rich historical character of our Village played a significant role in my decision, alongside my husband, to make it our home. Throughout my professional career, I have actively engaged in the preservation of architectural elements and the enhancement of historical landmarks.

As a former project and property manager for commercial properties downtown, including notable landmarks such as the Guardian and Buhl buildings, I gained invaluable experience in working with historic building materials and implementing preservation techniques. This hands-on experience has provided me with a keen understanding of the challenges and opportunities associated with historic preservation initiatives.

Currently working as a project engineer and manager at a commercial general contracting firm, I have continued to hone my skills in project management and stakeholder engagement. Both of these mentioned roles required frequent interaction with property owners, city officials, and building occupants and visitors, further strengthening my ability to collaborate effectively with diverse stakeholders.

Furthermore, my licensure as a real estate agent has afforded me in-depth knowledge of zoning regulations, land use policies, and historic preservation ordinances, allowing me to navigate complex regulatory frameworks with ease and precision.

I am deeply committed to dedicating my time, expertise, and energy to the Historic District Commission. I am eager to leverage my skills and experiences to contribute to the preservation and enhancement of our village's historic assets and to ensure that future generations can continue to enjoy and appreciate our rich architectural heritage.

Thank you for considering my application. I am excited about the opportunity to serve our community and to work collaboratively with fellow commission members towards our shared goal of preserving our village's historic legacy.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gina Khamo', with a horizontal line extending to the right.

Georgina Khamo
27424 Rainbow Cir
Lathrup Village, MI 48076
gina.khamo@gmail.com
313.600.3236



GINA KHAMO

Maven of Project Coordination

CONTACT



313.600.3236



Gina.Khamo
@Gmail.com



Lathrup Village,
Michigan

DETAILS

EDUCATION

Virtual Design & Construction Institute
Virtual Learning

Certificates Received:

Blueprint Reading

Introduction to Estimating

Construction Fundamentals

Construction Project Management

Oakland Community College

Royal Oak, Michigan

Southfield, Michigan

Coursework in Mathematics, Chemistry, and
Software Engineering

Clawson High School

Clawson, Michigan

General Studies

PROFESSIONAL LICENSES & NETWORKING

Michigan Real Estate
Sales License

May 2016 – Present

PROFILE

Maven of Project Coordination and Management with over 10 years of experience in residential, commercial, and industrial properties in the metro Detroit area. Highly motivated Jane of many trades with strong organizational and communication skills, and a keen understanding of building mechanical systems and operations.

SKILLS

Project Engineering / Management

Employtime management and communication skills, to collaborate with clients and internal teams to deliver results. Ensure that all projects are completed on time, within budget and meet high quality standards.

- Improve team productivity and functionality by facilitating timing of subcontractor scheduling and ordering of materials.
- Track and expedite completion of project punch list items.
- Support senior project manager on day-to-day operational aspects of multiple projects simultaneously.
- Schedule and manage miscellaneous rollouts and small projects.
- Assist project superintendents in planning and coordinating construction activities, including crew and equipment.
- Manage large scale property assessments and due diligence reports including building MEP, property conditions, process evaluation for maintenance and compliance, and the development of capital budget needs on a 1-, 5-, and 10-year basis.
- Create Requests for Proposals (RFP) on large scale portfolio of diverse properties and present detailed bid comparisons portfolio wide and by property for awards.
- Liaise with clients to identify and define project requirements, scope and objectives and execute on same.
- Ensure client needs are met as the project evolves.
- Gather and dispense needed information and updates, and coordinate deliverables throughout the project lifecycle.
- Prepare comprehensive action plans, including resources needed, timeframes and budgets.
- Working knowledge of construction contract and payment applications process.

Property Management / Leasing

Responsible for the daily financial and operational management of both residential and commercial properties, including developing budgets and budget analysis, monthly accounting and variance reporting, negotiating and evaluating service contracts, leasing, management of tenant and capital improvements, and management of lease files and tenant correspondence.

- Transition of property management for multiple projects.
- Analyze and manage cash flow expectations for property owners.
- Establish and maintain tenant relationships to ensure retention.
- Guide property improvement projects, partnering with contractors and building owners to secure on-time deliverables.
- Utilize excellent communication and marketing skills to serve as the key liaison between building owners and managers, and prospective tenants.

GINA KHAMO

SKILLS

Motivated
Adaptable
Perceptive
Devoted
Dependable
Ambitious
Industrious

INTERESTS

GARDENING

COOKING

ENGINEERING

ARCHITECTURE

HISTORIC
PRESERVATION

CONNECT



linkedin.com/in/
ginakhamo

EXPERIENCE

Project Engineer / Project Manager

D & S CONTRACTORS, INC. | SEPTEMBER 2021 – PRESENT

General contracting company that focuses on office, retail and industrial projects in the metro Detroit area.

DSCcontractors.com

Project Manager

BEANSTALK REAL ESTATE SOLUTIONS | AUGUST 2016 – AUGUST 2021

Beanstalk Real Estate Solutions offers a fresh approach to delivering modern property management services to owners and developers looking to prosper with real estate environments that inspire.

BeanStalkRES.com

Commercial Property Manager

BOYDELL DEVELOPMENT | JULY 2015 – JULY 2016

Boydell Development owns and manages residential and commercial buildings and businesses in Detroit. LoftPlace.com

Leasing Agent

SUMMIT CONSULTING SERVICES | JUNE 2013 – JULY 2015

Residential property management company specializing in single family rental homes throughout southeastern Michigan. MetroDetroitRentals.com

Property Manager

CORMORANT COMPANY | APRIL 2012 – JUNE 2013

Cormorant Company is a residential property management company with apartment buildings in Michigan, Indiana, and Ohio. Cormorantco.com

Leasing Consultant

SINGH MANAGEMENT | MAY 2011 – MARCH 2012

Since 1973, Singh Management has built a tradition of excellence in senior living, apartment living, single-family homes and office/retail space throughout the United States. Singhweb.com

Residential Property Manager

METRO PROPERTY MANAGEMENT | AUGUST 2006 – MAY 2010

Metro Property Management is a family owned real estate company with multi-family properties in California, Nevada, and formerly Michigan.