

## HILLARY R. LOVICK

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### WORK EXPERIENCE

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#### **DISTRICT OF COLUMBIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, Washington, DC**

*Project/Program Manager*

November 2007- Present

Serve as principal liaison with real estate developers, public and private agencies, and property owners with responsibility for acquiring and disposing of real property. Assess the feasibility and appropriateness of real estate land acquisition, economic development and housing development proposals submitted to the Department by private and non-profit developers. Identify and inspect vacant and abandoned property to determine its eligibility for acquisition. Perform program analysis to assess effectiveness of real estate acquisition process. Identify acquisition process problems, trends, and emerging needs. Provide course of action adjustments and recommend legislative changes to address unique problems. Develop and implement new programs to dispose of single family and multi-family properties owned by the District of Columbia. Negotiate real property disposition contracts and prepare closings. Establish vendor contracts by assisting with procurement process including preparing statements of work, performing market analysis studies, conducting pre-proposal conferences, negotiating price, and serving on technical evaluation panels to recommend contract awards. Perform substantial data analysis on controversial project matters and/or sensitive community issues in order to make recommendations to the Director of the Department of Housing and Community Development. Coordinate actions among team to determine process objectives and meet mission of Department.

#### **REGIONAL TITLE, INC., Washington, DC**

*Associate*

September 2004 – November 2007

Conducted both commercial and residential real estate transactions. Reviewed title abstracts and American Land Title Association surveys, and cleared title issues in preparation for closing. Prepared closing documentation, including title commitments, deeds, affidavits, and settlement statements. Negotiated title insurance coverage and other settlement issues with lender's and owner's counsel in preparation for closing. Interacted with buyers and sellers answering questions and resolving problems and explained loan documentation and other paperwork at the closing table. Disbursed closing and/or loan proceeds at settlement in accordance with lender and seller closing instructions. Organized and prepared certain closing documents to record in the Land Records. Managed human resources issues including reporting employee concerns to upper management and reviewing and approving timesheets for nine employees.

#### **VILLAGE SETTLEMENTS, INC., Greenbelt, MD**

*Associate*

September 2003 – September 2004

Conducted residential real estate settlements. Reviewed real estate contracts, title abstracts, and house location surveys. Researched outstanding liens, judgments, and lawsuits encumbering property titles. Prepared various legal instruments including deeds and powers of attorney. Explained loan papers and documentation to clients during settlements. Resolved title issues while interacting with real estate agents, mortgage lenders, and builders on new construction deals.

#### **WASHINGTON COLLEGE OF LAW COMMUNITY & ECONOMIC DEVELOPMENT CLINIC, Washington, DC**

*Student Attorney*

September 2002 – May 2003

Provided transactional legal services for client groups engaged in different kinds of neighborhood-based community development. Assisted various clients, including small non-profits and businesses, tenants' associations, and micro entrepreneurs in developing their ideas and goals into functional, structured businesses.

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**QUAGLIANO & SEEGER P.C.**, Washington, DC

*Summer Associate*

June 2002 – December 2003

Drafted memoranda on an array of legal topics ranging from real property issues to contract and construction issues. Drafted letters to area courts requesting documents, filed foreign judgments, and instituted garnishment procedures. Conducted research on court rules and procedures. Contacted the Department of Consumer and Regulatory Affairs to obtain information on DC corporations. Investigated the Master Business License Program and assisted clients in complying with new regulations.

## **BAR MEMBERSHIPS**

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**State Bar of Maryland**; admitted 2003; **District of Columbia Bar**, admitted 2005

## **EDUCATION**

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**AMERICAN UNIVERSITY WASHINGTON COLLEGE OF LAW**, Washington, DC

*Juris Doctor*, May 2003

**TRINITY UNIVERSITY**, San Antonio, Texas

*Bachelor of Arts*, Political Science, August 2000

## **PROFESSIONAL ORGANIZATIONS**

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American Bar Association

Maryland State Bar Association

District of Columbia Bar Association

## **OTHER ACTIVITIES**

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*Coaching for College Youth Development Program Volunteer*, Fall 2007-2008

Tutored and mentored middle school age youth attending District of Columbia public schools on Saturday mornings.

*District of Columbia Summer Youth Program Assistant*, Summer 2008-2010

Interviewed and mentored local District of Columbia youth competing to obtain summer positions with the District of Columbia government.

*Temporary Urbanism Project Panel Member*, Fall 2008

Worked with the District of Columbia Office of Planning and local District of Columbia artists to develop temporary use ideas for abandoned real property owned by the District of Columbia government.

*Advocates for Youth Fundraising Committee Member*, Summer 2011- Present

Assist in developing fundraising ideas and strategies and planning fundraising events.