

Elena Graf-Burgstaller

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SUMMARY EXECUTIVE:

- 20 years experience in **real estate sector, banking and finance**
- Long-term experience as interface among **Finance, Legal, Asset Management, Property Management, Transaction Management** and **Project Management, Banks, etc.**
- B2B **Corporate Clients** Responsibility in Austria and abroad (CEE)
- Real Estate Know-How: all Asset Classes of **Commercial Real Estate** incl. offices, shopping centers, strip malls, hotels and logistics in CEE und **residential real estate** in Austria
- Extensive experience in **cross boarder** interface positions between the **headquarters in Vienna** and the subsidiaries in **CEE**
- Experience as expatriate in different countries such as RO, UA

Real Estate Finance

- Responsibility for international investors and developers from CEE with focus on **RU, UA, RO, CZ, SK**
- Acquisition, Letter of Intent, Credit Contract, Conditions Precedent Check, disbursement and further loan supervision of real estate financings of up to € 120 mln.
- Operational support during the opening of the bank subsidiaries in Eastern Europe
- Since 1.9.2008 responsible for the establishment of a syndication desk
- Responsible for all syndication loans of the division (with EBRD, IFC, Goldman Sachs, Deutsche Bank, VTB, etc.);

2002 - 2005

Vienna

ERSTE BANK DER ÖSTERREICHISCHEN SPARKASSEN/*Project Finance*

- International hotel finance focused on RU, CZ, FR, A, UA
- Acquisition, Letter of Intent, negotiations with risk management, clients and lawyers during the credit contract preparation, preparation of the annual reports

Group Financial Controlling

- Due Diligence of the intended purchase of the Bulgarian DSK Bank by Erste Bank
- Responsible for the reporting concerning the subsidiary bank Slovenska Sporitelna
- Preparation of monthly and quarterly reports for the members of the board
- Establishment of the management control reporting of Slovenska Sporitelna

2001 - 2002

ecetra CENTRAL EUROPEAN E-FINANCE AG/ Vienna*Finance Department*

- Implementation of online share trading

1997 - 1999

WIENERBERGER ZIEGELINDUSTRIE AG/ Vienna

*Finance Department/Controlling***EDUCATION**

1994 - 2001 Vienna University of Economics and Business Administration /
International Business

Studies Special Subject:

- Management and Financial Controlling (Prof. Eschenbach)

EXPERIENCE ABROAD

2015 Heritage School Devon, PA/**USA**

2008 INVESTKREDIT Bank AG **Kiev/Ukraine**

- Opening of the representative office

2006 INVESTKREDIT Bank AG **Bucharest/Rumania**

- Opening of the representative office

1997 - 1998 University Lomonossov **Moscow/Russia**

1996 Kew Gardens Language Center **London/GB**

Till 1994 German and English High school in **Sofia/Bulgaria**

Further Knowledge

Bulgarian as mother language	German (mother language level)
English (business fluent)	Russian (business fluent)
French (basic knowledge)	Czech (basic knowledge)
Polish (basic knowledge)	

MS Office (Word, Excel, Power Point, Access)

diverse loan recording programs - FAN, Arctis, Kreditmanager etc.

Real Estate Asset and Leasing Management

Other Interests

- Member of the Women Executive Real Estate Association "Salon Real"