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| --- | --- |
| Name | New York, New York |
| email@gmail.com | xxx-xxx-xxxx |

**Professional Experience**

**Small Direct Lender/Fund New York, NY** *Analyst, 13 months (present)*

* Review debt financing offering memorandums and effectively summarize strengths and risks of deal to credit committee
* Structure and build detailed financial models for sizing and underwriting of CMBS, Bridge, and Freddie Mac SBL loans
* Sized and preliminarily underwrote more than $4bn in prospective debt transactions across CMBS and Bridge products
* Manage CMBS and Bridge Fund pipeline and prepare quotes, term sheets, and applications for potential investments
* Participate in due diligence process by conducting lease abstracts, review third-party documents such as appraisal and environmental reports, analyze Sponsor financial strength, and perform site inspections on prospective or active investments
* Assist Underwriting and Asset Management departments with Asset Summary Reports, Loan Submission Templates, and quarterly valuations using Argus Enterprise and Excel
* Utilize industry software such as Bloomberg, Trepp, CoStar, and REIS to analyze previously securitized loans, tenant credit ratings, and general market information

**JLL/CBRE/NKF Tier 2 City** *Senior Analyst, 8 months*

## *Analyst,13 months*

* Perform portfolio management responsibilities for several life insurance company commercial mortgage portfolios
* Analyze financial statements for all asset types, create historical pro-forma models, and prepare financial packages for submission to investors and Master Servicers
* Review borrower liquidity and property-level cash flows, and develop stress test financial models for watch-list properties
* Actively communicate and maintain relationships with xyz’s life insurance company clients such as Allianz and AIG
* Assist Asset Managers in reviewing tenant adjustments such as rental agreements, lease renewals, and capital expenditures
* Train and mentor junior analysts on xyz’s best practices and procedures, and provide semi-annual performance reviews

**Local Appraisal Firm Tier 2 City**

*Real Estate Valuation Analyst, 8 months\**

* Perform valuation due diligence for potential commercial real estate transactions such as financial statement and lease analysis, analyze cash flow projections via Excel and Argus Enterprise, review third-party reports, and conduct site inspections
* Assist clients by providing acquisition and disposition analysis, research TIF financing opportunities, and perform highest and best use analysis
* Created the land valuation analysis for Tier 2 State’s tallest residential tower, *name*, a proposed 43-story, luxury condominium development along the xyz River in downtown Tier 2 City
* Collaborate with Business Valuation Analysts to determine the market value of commercial real estate owned by holding companies to arrive at a supportable valuation for both parties

\*Accepted full-time offer with JLL/CBRE/NKF after officially receiving diploma in December 20xx

**Local Appraisal Firm - Internship Tier 2 City** *Summer Research Analyst, 3 months*

* Assist in the due diligence process for commercial real estate valuations including market research, cash flow and capitalization rate analysis, site inspections, and overall support for the Principal and Managing Directors
* Gained experience in multiple types of commercial real estate including office, retail, and industrial properties
* Created the Cost Approach for the largest commercial property in Tier-2 State

**Education**

**Non-Target Liberal Arts School, College of Business Tier 2 City**

*Bachelor of Science in Real Estate*

* Cumulative GPA: 3.42/4.00
* Varsity Football: 2x starter, 20xx, 20xx Conference Champions, 20xx National Championship, Second Place
* Real Estate Society: Student Member
* Study Abroad: Europe & Middle East