

Name

Address

Phone | email

EDUCATION

University of Flagship

City, State

Bachelor of Arts in Economics

May 2015

Cumulative GPA: 3.2

Senior Year GPA: 3.5

- **Courses of Interest:** Macroeconomics, Price Theory, Writing in Economics, Urban Sociology, Calculus I & II

WORK EXPERIENCE

Small Full Service CRE Company

City, State

Real Estate Intern

Summer of 2014

- Gained exposure in brokerage, valuation and consulting
- Supported broker in tenant and landlord representation
- Researched potential tenants for represented properties in order to maximize rental revenue
- Attended meetings with real estate professionals, lawyers, and engineers
- Updated listings on LoopNet, mlspin, and company website
- Developed an understanding of the “City” real estate market

Information Services Company

City, State

Sales Intern, Sales-Operations Group

Summers & Winters of 2012-2014

- Made excel spreadsheets to show revenue of e-books from universities, financial companies, and medical institutions which enhanced accounting processes
- Presented results to management
- Researched universities, financial companies, and medical institutions to see if their information was correct in database system
- Constructed expense reports

Interior Woodworking

City, State

Woodworker

Summers & Winters of 2011-2012

- Built hand made wooden cabinets
- Used a variety of machines to accurately cut wooden pieces
- Reduced waste and increased efficiency by building custom saw jigs
- Sanded, stained, and constructed wooden pieces to build cabinets for company owner’s home

ADDITIONAL INFORMATION

Computer Skills: Microsoft Office, Netsuite CRM, mlspin, LoopNet

Activities: Economics Club, Ski & Ride Club, Association for Musical Performance

Interests: Guitar, Fishing, Snowboarding, Swimming, Biking