N A M E
Address • Phone• Email•linkedin url

P R O F E S S I O N A L   E X P E R I E N C E

Company Name   City
Commercial real estate investment, development, and brokerage firm

Data Analyst   July 2018 – Present
- Analyze and evaluate project financial results and develop variance analysis and commentary on a quarterly basis for budgeting and forecast—averaging $60M annually
- Formulate analysis on portfolio KPIs to evaluate operational performance in order to implement internal due diligence process changes—generating a recovery of over $9M dollars to date
- Develop and implement company wide database to manage properties and documents—reducing legal costs by $150,000 annually and transaction time by 25%

Data Analyst Intern   June 2016 – June 2018
- Produced market research and industry analysis for over 2M square feet of major retail, office, and multifamily real estate developments considered for acquisition, expansion, or asset management
- Formulated weekly analysis for senior management including property financial data and investment performance on over 14M leased square feet

Data Entry Clerk   January 2016 – May 2016
- Compiled, sorted, and verified over 4,000 data points, increasing database record accuracy by 30%
- Generated due diligence reports by cross-referencing four unique data management software programs

Personal Lawn Care Business Name   City
Owner/Manager   March 2011 – August 2014
- Acquired and managed lawn care business with over 30 clients and four employees
- Oversaw business profits and expenses while successfully expanding clientele by 67%

E D U C A T I O N

Large Non-Target State School   City
Bachelor of Science, Economics; Sociology Minor   August 2015 – July 2018
- 3.8 Overall GPA; Dean's List all semesters; recipient of institutional scholarship

Large Non-Target College   City
- Scientific Research Scholar, recipient of two academic scholarships   August 2014 – May 2015

S K I L L S

- Proficient knowledge and experience with reporting packages and database management systems (Microsoft Suite, Power Bi, SQL, Python etc.)

- Analytical problem solving and critical thinking while using big data to extract information and produce analysis for devising business solutions

E X T R A C U R R I C U L A R   A C T I V I T I E S

Boy Scouts of America   City
Eagle Scout Project Leader   April 2013 – June 2013
- Led 50 volunteers to gather and ship over $2,000 of soccer equipment to children in Afghanistan

State Food Bank and Road Home   City
Volunteer   December 2010 – Present
- Contributed over 100 hours assembling and distributing meals and care packages to individuals struggling with homelessness throughout the metropolitan area
- Organize donated food and supplies in food bank warehouse