

Riley E. State

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REAL ESTATE DEVELOPMENT & MARKET ANALYSIS

Tenacious and forward-thinking professional experienced in assessing and reporting **residential market trends** through **research** and **analysis**, providing analytical insight for buyers and sellers.

- Thorough understanding of real estate fundamentals and experience with economic analysis; Commitment to staying current in financial markets and competitive trends.
- In-depth knowledge of **legal contracts** as a result of conducting over 30 purchase and sale agreements.
- **2+ years** of experience building strong **customer relationships** that are high-touch and client-focused.
- Technically skilled in using spreadsheets, **CoStar** and **MetroStudy** database tools, and confident in interpreting data and reports to diverse audiences; Strong business writing skills.

EDUCATION

Bachelor of Science in Business Administration, Colorado State University, Fort Collins, CO May 20XX
Concentration: **Real Estate** **GPA: 3.8**
Information Technology and Entrepreneurship Certificates
Alpha Sigma Gamma Award - Awarded for GPA and Community Service May 20XX

REAL ESTATE EXPERIENCE

THE GROUP INC. - Fort Collins, Colorado August 20XX - Present

Real Estate Intern

- Provide **detailed and organized** support to 20 realtors.
- Develop **200+ weekly realtor listings** and sales packets that showcase Northern Colorado properties.
- Increased weekly **showings** from prior year by **120%** through creation of targeted marketing campaign.

Escrow Officer Intern

May 20XX - August 20XX

- Coordinated and managed **contracts** for 30 realtors; Created a **targeted market analysis** to support realtor sales goals.
- Achieved **100% compliance** for yearly audit, an improvement of 20% over previous year.
- Streamlined documentation process which resulted in **10% increase** in time efficiency.

REAL ESTATE PROJECTS

Real Estate Analysis & Marketing (REL 430), Market Analysis Report November 20XX

- Researched and **synthesized** data from Northern Colorado's current residential real estate market in order to create a comprehensive **market analysis report**.
- Created and presented in-depth report used for customer consultations and presentations.

Real Estate Finance & Investment (REL 460), Reports on RFP's

April 20XX

- Generated budgets and pro forma statements.
- Developed an Excel spreadsheet which **analyzed and compared** companies by Calculated Capital Rate, NOI, ROI, and EGI.

CAMPUS & COMMUNITY INVOLVEMENT

Pi Lambda Chi Latina Sorority, Community Service Chair August 20XX - Present

- Partnered with Fort Collins **nonprofit organizations** to create service events and projects.
- **Coordinated** and **motivated** 20 volunteers for fundraising event benefitting Arms of Love International.