

# SAMPL E. STUDENT

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## EDUCATION

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University of Pennsylvania Philadelphia, PA, May 20xx  
Master of City Planning & Certificate in Real Estate Design and Development

- Concentration in Public Private Development
- Urban Land Institute Chamberlin Graduate Student Fellow
- Coursework in Real Estate Development, Project Management, Finance, Site Planning, and Housing

Undergraduate University City, State, May 20xx  
Bachelor of Arts in Urban Studies and Architectural Studies

## ORGANIZATIONS

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Urban Land Institute, National Building Museum, National Trust for Historic Preservation, American Planning Association

## TECHNICAL SKILLS

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Microsoft Office, Adobe Creative Suite 6, ArcGIS, Rhino, R, STATA

## PROFESSIONAL EXPERIENCE

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Intern, Forest City Washington Washington, DC, Summer 20xx

- Authored an analytical demographic report that boosted investor confidence by revealing healthier project area indicators
- Investigated and explained discrepancies between consultant predictions and actual demographics, exposing a need to improve the tracking of resident demographic data to ensure smarter positioning for future multifamily projects
- Took initiative by researching temporary uses for a vacant site, then led the design and quote solicitation for the best option

Project Assistant, Housing Policy, Bipartisan Policy Center Washington, DC, Winter 20xx – Summer 20xx

- Assisted in formulating recommendations for the future of federal mortgage finance and affordable housing policy
- Managed relationships between BPC and the 21-member Housing Commission of national housing experts and their staff
- Organized board meetings, field hearings, and travel for the housing policy team and the Housing Commission

Intern, Urban Land Institute Washington, DC, Fall 20xx

- Drafted case studies on developments that received the Jack Kemp Workforce Housing Models of Excellence Award
- Collected information for inclusion in the Directory of Real Estate Development and Related Education Programs

Intern, Providence Economic Development Partnership Providence, RI, Spring 20xx

- Applied for an Economic Development Administration grant to fund flood remediation in Providence's "Green Corridor"
- Wrote a report on using pervious concrete parking surfaces for stormwater runoff reduction

Mayoral Fellow, Providence Department of Planning and Development Providence, RI, Summer 20xx

- Drafted Providence's manual for permitting processes, regulations and design standards affecting the public right-of-way
- Wrote case studies on land-use, preservation, and environmental challenges for the Downtown Neighborhood Plan

## LEADERSHIP EXPERIENCE

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Co-President, Zell/Lurie Real Estate Club Philadelphia, PA, Fall 20xx

- Organized eight site visits and two professional speakers
- Recruited 60 club members, coordinated with our parent Real Estate Center, and helped manage our mentorship program

Teaching Assistant, University of Pennsylvania Philadelphia, PA, Fall 20xx

- Tutored students enrolled in Introduction to Graphics for Urban Design
- Delivered an Advanced Photoshop lecture on behalf of the professor