

NAME

Address • (555) 555 5555 • email

EDUCATION

University of Pennsylvania, School of Design

Master of City and Regional Planning, Expected May [graduation year]

Certificate in Real Estate Design and Development, Wharton School of Business

Yale University, College of Arts & Sciences

Bachelor of Arts in Sociology, May [graduation year]

Relevant Completed Coursework: Quantitative Planning Methods, Site Planning and Design, Real Estate Development, Market Analysis, Real Estate Finance, Corporate Finance, Planning Law, Negotiations, Statistics, Urban Economics, GIS

RELEVANT EXPERIENCE

Research Assistant, Preservation Lab/University of Pennsylvania, Philadelphia, PA date - Present

- Conduct research on conflicts and synergies between energy efficiency incentives and historic preservation standards
- Independently launched semester-long building survey project; Recruited, trained, and managed 11 students

Policy Fellow, Smart Growth America, Washington, DC date - date

- Organized and coordinated communications for successful national planning policy reform campaigns
- Gained strong communication skills through drafting and editing of national publications, publishing newsletters, and managing website using WordPress

Real Estate Development Intern, Hope Housing, Los Angeles, CA date - date

- Developed and presented internal design best practices report to national staff resulting in adoption as new protocol
- Utilized ArcGIS, Adobe design software, and research skills to complete market analysis reports
- Coordinated with City and financial partners to ensure entitlements and permit compliance on 3 projects
- Assisted senior developers in construction and design team meetings
- Gained knowledge of real estate and financial modeling to complete multimillion dollar financial feasibility model

Research Fellow, National Trust for Historic Preservation, Washington DC date - date

- Researched and co-authored 5 reports on energy use in historic neighborhoods and building reuse
 - Collaborated with business leaders on energy code pilot projects; Designed PowerPoint slides and materials
 - Managed administrative responsibilities and oversaw consultant communications and events
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SKILLS & AWARDS

Software: ArcGIS, Yardi Systems, ARGUS, Google Sketchup, Adobe Creative Suite, Microsoft Office, WordPress

Professional Certification: LEED Green Associate Certification

Honors & Awards

- Departmental Merit Scholarship, University of Pennsylvania, date-date
- Scholarship for Social Justice, Yale University, date-date
- Yale Urban Scholarship Program, Yale University, date-date
- Dean's List, Yale University, date-date