

NAME

contact

EDUCATION

University of Pennsylvania, Philadelphia, Pennsylvania

Master's in City Planning, concentration in Public/Private Development, 3.7 GPA, 20XX

Wharton School of Business Certificate in Real Estate Development, 20XX

- Courses: development, real estate finance & investments, real estate law, project management, urban economics.

University of Chicago, Chicago, Illinois

B.A., International Studies, Economics, 3.6 GPA, honors, 20XX

- Thesis: *An Olympic indicator: The International Olympic Committee and the selection of developing host cities.*
- Quantitative courses: multivariable calculus, linear algebra, statistics, advanced economics, advanced accounting.

EXPERIENCE

Progressive Housing Ventures, Malvern, PA Assistant Project Manager, Summer 20XX

- Manage \$2.5 construction budget for 12-unit townhouse project in Norristown, including cost accounting for \$700K federal grant requisition.
- Perform market research of proposed housing and commercial development, and work with developer's marketing and sales consultants to make best use of \$230K sales & marketing budget.
- Analyze loan terms and financing affordability for prospective buyers.
- Administer bidding process of 100+ subcontractors.
- Provide input to developer's architects and land planners, including zoning requirements, and architectural plan review.
- Generate social media, direct mail pieces, and other marketing support.

RCLCO Real Estate Advisors, Washington, D.C. Summer Associate - Consulting and Business Development, 20XX

- Conducted market analysis and project feasibility studies, including highest and best use analyses, for developers of residential, retail, and resort properties.
- Engaged in media research to support litigation case concerning the state of the real estate market before June 6, 2006.
- Synthesized firm's extensive internal consumer research to produce white papers on sustainable multifamily development and transit oriented development.
- Organized and drafted responses to public RFPs.

Wharton Real Estate Department, Philadelphia, PA Research Assistant to Dr. Susan Wachter, 20XX-20XX

- Researched and compiled real estate data on vacant land management, commercial rents, Chinese asset bubbles, REITs in India, environmental carbon sequestration.
- Aggregated multi-year US Census data for the addition of GIS housing statistics in the National Atlas.

University of Chicago Admissions, Chicago, IL Sr. Asst. Dir. of Admissions and Database Manager, 20XX-20XX

- Managed office Access database and conducted statistical reporting for inter-departmental use.
- Directed the use and implementation of large scale email software and paperless document imaging system.
- Lead formal admissions presentations of up to 800 prospective students and families.
- Recruited students, evaluated applications, and rendered admissions decisions.

Newmark Knight Frank Realty, Chicago, IL Research Intern, 20XX

- Analyzed and compiled real estate market data and transactions, public records research, legal documentation.

ACTIVITIES

Wharton/PennDesign Real Estate Club, V.P. Programs, 20XX-present

Undine Rowing Club, member, 20XX-present

University of Chicago Club Crew Coach, Captain (volunteer), 20XX-20XX

University of Chicago Alumni Association, Co-Chair Reunion Committee, 20XX-present

Hobbies: Rowing, cycling, sailing, community service.

SKILLS

Languages: Spanish, French. Chinese – beginning speaking skills.

Computers: MS Access/SQL, Excel, ARGUS, Claritas, STATA, Adobe Suite, Sketch-Up, ArcGIS.