



2021 Resume Book

Undergraduate Students with Emphasis in
Real Estate

Class of Spring, 2021

FOR MORE INFORMATION

Angela Gobord – angela.gorbord@colorado.edu

Associate Director, CU Real Estate Center

Leeds School of Business

Alexander Harrington

5149 South Hanover Way, Englewood, CO, 80111
Alexander.Harrington@colorado.edu, 303-726-0746

EDUCATION

University of Colorado at Boulder – Leeds School of Business

May 2022

Bachelor of Science in Business Administration – Finance & Real Estate 3.4 GPA cumulative

Cherry Creek High School – Greenwood Village, CO

Graduated with Honors and a Faculty Honor Award – GPA of 3.7

WORK EXPERIENCE

Harrington Landscape Services, Denver, CO

May 2015 – Present

Owner

- Hire, train and manage team of employees providing landscape and management services to multiple rental properties
- Development and marketing of service offerings

Colliers International, Denver, CO

May 2020 – August 2020

Commercial Real Estate Intern

- Assisted high performing office team at global commercial real estate firm
- Supported creation of market research analytics, customer relationship management, development of innovative marketing strategies, and lead generation

Shanahan's Steakhouse, Denver, CO

September 2017 – February 2018

Food Runner

- Excelled in a fast-paced environment that stressed personal accountability, punctuality and professionalism

LEADERSHIP & ACTIVITIES

Leeds School of Business Real Estate Club, Boulder, CO

August 2019 – Present

Member

- Utilize conferences and meetings to expand network and market/industry knowledge
- Network and communicate with successful real estate brokers and investors

Leeds Peer to Peer Mentoring Program, Boulder, CO

August 2018 – Present

Mentor/Mentee

- Mentor new business students and assist them with meeting the rigors and expectations of college academics
- Regularly meet with upperclassman in the Leeds School of Business to discuss life on campus, areas of study and career aspirations

Boys Team Charity, Denver, CO

August 2014 – May 2018

Treasurer

- Volunteered for numerous philanthropies including food kitchens serving homeless
- Organized and planned 4 charity events a year with a budget of \$5,000

DECA Club Cherry Creek High School, Greenwood Village, CO

August 2016 – May 2018

Member

- Placed top five in the state DECA competition and Qualified for National DECA Competition

Cherry Creek High School Varsity Track and Field, Greenwood Village, CO

August 2015 – May 2018

Captain (2016-2018)

Additional Information

- Proficient in Excel, PowerPoint, Word, Salesforce, CoStar
- Member of Sigma Phi Epsilon Fraternity
- Hobbies include: Skiing, watersports, fishing, traveling

Aly Kennedy

1516 10th Street, Boulder, CO 80302 • alyssa.kennedy@colorado.edu • (775) 997-4396 • <https://www.linkedin.com/in/aly-kennedy/>

EDUCATION

University of Colorado Boulder – Leeds School of Business August 2018 – May 2021
Candidate Bachelor of Science in Business Administration with an emphasis in Real Estate and a certificate in Corporate Social Responsibility.

- **Relevant Courses:** Marketing, Organizational Behavior, Operations Management, Finance, Information Management, Principles of Real Estate, Business Law, Real Estate Law, Real Estate Finance, Real Estate Economics.

University of California San Diego, San Diego, CA September 2017 - June 2018
Course work towards a Bachelor of Science in International Business
Cumulative GPA: 3.65

- **Relevant Courses:** Intro to Real Estate and Development, Financial Accounting

Tahoe Expedition Academy, Truckee, CA September 2013 - June 2017
TEA is an expedition based preparatory high school, founding member in first ever class, served as student representative on the board and volunteered extensively in our local community and abroad.

LEADERSHIP AND ACTIVITIES

CU Real Estate Case Competition Team Member Fall 2020
• Worked on a team to analyze commercial properties and make a recommendation to a panel of judges. Compete in two competitions the BASCOM competition hosted by CU and the Cornell International case competition.

Delta Gamma Honor Board Junior Member, Boulder, CO 2020
• Encouraged the best behavior of members, provided members financial and social support through the COVID-19 pandemic.

Delta Gamma Director of Rituals, Boulder, CO 2020
• Planned Founder's Day celebration, formal chapters, and upheld and demonstrated Delta Gamma's traditions to reinforce values and ideals.

The Anchor Center for Blind Children, Denver, CO August 2018-Present
Volunteer Lead at Fundraising Events
• Coordinated job groups, aided the event coordinator, and supervised so that events ran on time and in an orderly fashion.

PRAKSIS, Athens, Greece October 2017
Volunteer
• Provided family services and medical care to refugees in Greece during the height of the Syrian Refugee Crisis.

EXPERIENCE

Aid to Artisans/ Handmade in Lesotho, Remote August 2020 – December 2020
Intern
• Assisted Aid to Artisans, a non-profit, in helping Handmade in Lesotho, an aggregator for local artisans, create a business model, financial plan and operational plan to help find investors to increase access to domestic and international markets.

Airista Flow INC, Las Vegas, NV and Remote May 2019 – December 2020
Internship
• Internship with leading provider of Real Time Location Services to the healthcare and hospitality industries. Worked on MGM Resorts International installation of WIFI Based Hospitality Staff Safety Solution as well as general exposure to sales, marketing and sales operations. Cleared leads for contact tracing and social distancing solutions and provided quotes for small quantity orders.

The Boulder Country Club, Boulder, CO August 2020-December 2020
Server
• Provided exceptional customer service to members at the pool and clubhouse restaurants, and special events.

TAIT and Associates, Loveland, CO January 2020 – May 2020
Administrative Assistant
• Internship assisting with real estate and business activities for current projects within the engineering department, including applying for permits, drafting and reviewing covenants and architectural guidelines, researching zoning and municipal codes, and due diligence reporting.

SKILLS

- Skilled in excel, PowerPoint, Microsoft word, Google Suite, HubSpot CRM
- Bloomberg Market Concepts Certification
- Argus Enterprise

ADDITIONAL INFORMATION

- Member of Colorado Ski Racing – Currently inactive due to injury
- Graduate of the Undergraduate Interfraternity Institute (UIFI), leadership conference, held in Bloomington, Indiana 2019

ANDREW C. EVANS

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EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2020

Bachelor of Science in Business Administration majoring in Real Estate and Marketing

Cumulative GPA: 3.3

Dean's List: Fall 2019, Fall 2020, Spring 2020

- **Relevant Courses:** Principles of Real Estate, Real Estate Economics, Real Estate Finance and Investment, Real Estate Law, Real Estate Development, Fundamentals of Financial Analysis

WORK EXPERIENCE

Notion Security, Denver, CO

June 2018-Present

Intern

- Assist 200+ customers a day with the installation of smart home security systems over the phone and problem solve various technical issues.
- Assist marketing team with sale objectives, social media/email campaigns, and customer retention.
- Ability to meet deadlines in a high volume and fast paced environment

Transworld Business Advisors, Denver, CO

Summer 2019-2020

Broker Assistant Intern

- Assist brokers with analyzing various business financial statements from companies across CO.
- Prospect over 100+ clients a day through cold calls, email campaigns, and research into the local market.
- Help redesign CRM system to improve brokers ability to access past and future client base.

Bar Taco, Boulder, CO

Summer 2018-2019

Restaurant Server

- Applied communication and problem-solving skills to resolve customer complaints and promote long term loyalty.
- Customer service oriented with ability to communicate at all levels

Points West Community Bank, Windsor, CO

Summer 2017-2018

Bank Teller

- Received and counted working cash at beginning of shift. Accepted retail and/or commercial deposits, loan payments, process checking and savings account, detail oriented
- Represented the Bank in a manner that maintained and expanded positive relations with all customers

EXTRACURRICULAR ACTIVITIES AND LEADERSHIP

CU Real Estate Club, Boulder, CO

Fall 2019-Present

Member since 2019

- Attend weekly meetings to explore and discuss the real estate industry and network with industry professionals
- Host guest speakers from local real estate firms to present to members at the meetings and help students explore potential job opportunities in the real estate industry

Phi Kappa Tau Fraternity, Boulder, CO

Fall 2018-Spring 2020

Co-Director of Chapters Finances

- Allocate and maintain semesterly budgets to collect dues and gather rent payments
- Oversee a \$500,000 annual budget
- Meet with board of governors to prepare for annual budget planning

Leadership, Windsor High School

Fall 2016-Spring 2017

- Team captain of Windsor football and basketball teams
- 4A Football State Champion
- All-conference football and All-state academics

Community Service, Windsor, CO

Fall 2014-Spring 2017

Church retreat leader

- Yearly retreat leader for elementary school children
- Collaborative nature and teammate skills

SKILLS, CERTIFICATIONS, ADDITIONAL INFORMATION

- Advanced excel modeling (Kahr Real Estate certification)
- Highly versed in using social media such as Instagram, Twitter, and Facebook for business marketing
- Proficient in power point, word, excel, outlook, and salesforce

Andrew Shinbane

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(818) 929-7714, ashinbane@gmail.com

Education

University of Colorado Boulder, Boulder, CO

Expected graduation May 2021

B.S. Business, Entrepreneurship Strategy, Real Estate

- **GPA:** 3.225
- **Relevant Courses:** Principles of Real Estate, New Venture Creation, Accounting I and II, Real Estate Internship, Real Estate Finance, Real Estate Technology, Real Estate Economics

CAPA The Global Education Network

Spring 2020

Florence, Italy

Study Abroad

Work Experience

Canyon Creek Summer Camp, Lake Hughes, CA

May 2016 – August 2019

Counselor, CIT Counselor

- Supervised campers, ages 7-13, creating a fun and memorable experience while being safe
- Worked with Counselors in Training, ages 14-15, leading and instructing them to become future counselors
- Interacted with parents to update them of their children's successes and challenges

Riffs Urban Fare, Boulder, CO

March 2019 – June 2019

Line Cook

- Prepare dishes for customers
- Experienced with knife skills, sanitary safety, time and temperature of food

Pi Beta Phi Sorority, Boulder, CO

February 2019 – April 2019

Assistant to the Chef

- Prep food for house with 90+ members and assist with clean up and kitchen organization
- Working with trained chefs
- Experienced with knife skills, sanitary safety, time and temperature of food

Ore-Cal Corporation, Los Angeles, CA

Mar 2017 – May 2017

Intern

- Helped enter various financial cost data for a major seafood company into new system

Harold Robinson Foundation – Camp Ubuntu, Lake Hughes, CA

May 2016 – October 2016

Counselor

- Worked with students from inner city schools to develop life skills through cooperation and team work

Activities

Phi Kappa Tau Fraternity, Boulder, CO

August 2017 – August 2018

Vice President of Alumni Relations

- Take part in chapter events and community service events to send terminally ill children to camps
- Plan major events for alumni to reconnect with both old and new members
- Communicate with 1800+ alumni about our chapter through emails, phone calls, letters and social media

Real Estate Club, Boulder CO

January 2021 – Present

Member

- Attended speaker events to learn more about varying elements of the real estate industry

Certifications and Licenses

In Progress:

California Real Estate License - Expected completion May 2021

Colorado Real Estate License – Expected Completion May 2021

Anthony Grippo

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EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with a dual emphasis in Marketing and Real Estate

Cumulative GPA 3.3 | Dean's List: 2016-2018

- **Relevant Courses:** Real Estate Finance and Investment, Pricing and Channels of Distribution, Product Strategy, Buyer Behavior, Marketing Research and Analytics
- **Business Applied Semester Experience:** A semester long course that gives students autonomy to analyze data sets, create and implement a strategic plan, and present our findings and suggestions. Our team ended up with 65% of the market share and experienced the highest level of profitability in our market simulation.

EXPERIENCE

PDX Urban Gardens, Portland, Oregon

Marketing Director, Spring 2021

- Conducted cost analysis, competitive analysis and market research within the health and beauty industry
- Established relationships with co-packers and retailers to get our product in store fronts
- Discovered brand ambassadors suitable to advertise our brand

Seiji's Bridge

Marketing and Social Media Intern, Summer 2020

- Responsible for market research, building relationships with other firms, and establishing brand recognition
- Collected data for projections and anticipated level of profitability
- Responsible for community outreach and seed funding

Root Excavation Underground Plumbing, Portland, Oregon

Crew leader, Summer of 2016-2018

- Responsible for repairing and installing sewer lines
- Operation of heavy machinery, such as dump trucks, excavators, and plate compactors
- Maintained the highest level of business amongst competitors

Windermere Real Estate, Portland, Oregon

Assistant Real Estate Broker, Summer 2015

- Responsible for organizing and filing of documents that greatly assisted not only my broker, but also Windermere
- Met with clients, made offers, and organized outsourcing for staging and open houses

LEADERSHIP AND ACTIVITIES

Theta Chi Fraternity, Boulder, Colorado

Social Committee, September 2018-Present

- Created a year-long budget of \$60,000 for social events
- Collaborated with other Greek organizations to participate in school endorsed events

Theta Chi Fraternity, Boulder, Colorado

Brotherhood Committee, September 2019-Present

- Created a year-long budget of \$40,000 for brotherhood events and community outreach projects
- Responsible for building a cohesive group of men

PADI Advanced Scuba Diver, Great Barrier Reef, Australia

Member, August, 2019-Present

- Completed an 8-day course to become certified
- Utilized a great deal of discipline to overcome the fear of the ocean and learned how to effectively adapt to the ever-changing state of the ocean

Oregon Humane Society

Volunteer, 2015-Present

- Completed over 100 hours of community service
- Gave tours to schools, organized events for community outreach to reduce homelessness of pets

The National Society of Collegiate Scholars

- Member since 2016

SKILLS AND INTERESTS

- **Technical:** Proficient at Excel (MOS certified), Word and PowerPoint, VBA Programming
- **Interests:** Snowboarding, boxing, basketball, football, scuba diving, fishing, hunting, and cooking

Austin Oros

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CO 80302
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aoros15@gmail.com

Driven and ambitious individual who excels at becoming the best at whatever I set out to do through hard work and a desire to learn. Over five years of restaurant experience, two years of leadership & managerial experience, and some real estate development experience. Currently studying Accounting, Finance, and Real Estate at The Leeds School of Business in Boulder, CO.

EDUCATION

University of Colorado, Boulder — *Accounting, Finance, & Real Estate*

August 2017 - May 2021

- Current studying Accounting, Finance, & Real Estate at the Leeds School of Business

EXPERIENCE

Arcana, Boulder, CO — *Chef*

May 2019 - PRESENT

- Worked under Chef Samuel McCandless in a Fine Dining environment.
- Assisted in the development of recipes.

Maiker Housing Partners, Westminster, CO — *Housing Development Intern*

May 2019 - August 2019

- Contributed to two affordable housing development projects
- Developed excel models to show financial possibilities
- Attended weekly OAC meetings
- Researched and evaluated possibly properties for acquisition
- Meet with current residents seeking criticism to apply to future projects
- Surveyed three current properties to evaluate appliances and reduced water cost by 10%

The Ridge at Castle Pines North, Troon Corp, Castle Pines, CO — *Head Cook & Kitchen Supervisor*

May 2016 - August 2018

- 2 years leadership experience
- Managed a staff of 5-10 people
- Created excel models to show best and worst selling items, profit margins, and plan to improve sales by adding and deleting items from the menu
- Lead kitchen staff during lunch and dinner service
- Prepared and maintained inventory records

Earl's Bar & Kitchen, Lone Tree, CO — *Line Cook & Expeditor*

May 2015 - May 2016, December 2016 - March 2017

- Prepared food items such as meats, poultry, and fish
- Trained new expeditors and food runners according to company policies and standards
- Executed and supervised plate preparation
- Demonstrated strong knowledge of menu offerings

SKILLS

Stress Management

Leader Amongst Peers

Desire to Learn

Time Management

Fast Learner

Creative Problem Solving

EXTRA-CURRICULAR ACTIVITIES

Investing & Trading

Three years of experience with Stocks, Options, and Futures contracts

Beta Alpha Psi Chapter Nu

Member of Accounting & Finance Honors Society

Active Mentee in the Professional Mentorship Program at Leeds

Benjamin W. Rugh

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EDUCATION

University of Colorado Boulder, Leeds School of Business

Boulder, CO

Bachelor of Science in Business Administration with an Emphasis in Finance and Real Estate

Expected Graduation: May 2021

- Business GPA: 3.5 / 4.0
- Academics: Real Estate Technology, Real Estate Economics, Real Estate Finance and Investment Analysis, Investment and Portfolio Management, Corporate Financial Reporting
- Involvement: CU Boulder Real Estate Club (Member), Leeds Professional Mentorship Program (Mentee)

Universitat Autònoma de Barcelona

Barcelona, Spain

Study Abroad Student

Spring 2020

HONORS & AWARDS

CU Boulder Bascom Case Competition

Boulder, CO

First Place Winner, Intra-University Case Competition

October 2020

- Received first place in a team of five participants in an intra-university case competition against three competing teams
- Analyzed a \$35 million multifamily acquisition in Las Vegas, Nevada and developed a sophisticated value-add investment strategy that yielded an IRR of 22% for investors over a five-year holding period
- Developed a DCF analysis in Microsoft Excel, analyzed three sources of senior loans and compared effective borrowing costs to determine levered and unlevered returns, underwrote a single equity contribution and developed an equity waterfall distribution model in Microsoft Excel to analyze cash distributions to our limited partner, and performed sensitivity analyses to compare investment returns under multiple scenarios

Sherman Miller Case Competition

Boulder, CO

Second Place Winner, State-Wide University Case Competition

November 2020

- Received second place in a team of five participants in a state-wide case competition against three competing teams
- Analyzed a \$55 million multi-tenant, grocery-anchored retail acquisition in Frisco, Texas and developed an opportunistic investment strategy that yielded an IRR of 12% for investors over a seven-year holding period
- Developed a DCF analysis in Microsoft Excel, performed comprehensive macro and micro market research utilizing the JLL Retail Market Clock to identify market trends, and performed sensitivity analyses to identify risks and mitigants as well as analyzed investment returns under multiple scenarios given the impact of COVID-19 on retail valuation

ARGUS Enterprise Certification

(IN PROGRESS)

- Working towards completion of the ARGUS Enterprise certification program focused on cash flow analysis, portfolio reporting, sensitivity analyses, and yield parameters, paired with advanced financial modeling courses in Microsoft Excel

PROFESSIONAL EXPERIENCE

Arthur J. Gallagher Insurance/Consulting

Denver, CO

Property & Casualty Team, Sales Intern

Summer 2020

- Internship offer accepted / Rescinded due to COVID-19

Northwestern Mutual

Fort Collins, CO

Financial Reporting Intern

May 2019 – August 2019

- Worked under a designated lead represented and generated 12 new clients through cold prospecting that led to an increase in gross insurance revenue of 4%
- Participated in weekly training sessions that were geared towards client growth through learning sales techniques, customer presentation drafting, and networking strategies

University of Colorado Boulder; ASAP Math

Boulder, CO

Math Tutor - Excel Analysis

September 2018 – December 2018

- Taught 10 undergraduate students basic-to-intermediate Excel modeling and the utilization of various Excel functions
- Students experienced an average increase of one full letter grade after two months of teaching

LEADERSHIP & ACTIVITIES

Kappa Sigma Fraternity

Boulder, CO

Executive Social Chair

December 2018 – December 2019

- Implemented a new communication platform that increased member involvement and attendance by 40% annually
- Allocated membership dues and donor contributions in excess of \$100,000 across various chapter functions by analyzing annual balance sheets and identifying revenue shortfalls and expense cuts

ADDITIONAL INFORMATION

- ARGUS Enterprise, Microsoft Excel (Microsoft Office), 'Break Into CRE' Financial Modeling Program
- Financial Analysis & Valuation (DCF & Direct-Cap), Lease Analysis, Credit Analysis, Due Diligence Analysis, Market Research, Data Analysis, Excel Modeling, Equity Waterfall Distribution, Debt Financing & Yield
- Interests: Skiing, Golfing, Lacrosse (Captain 16',17')

BRENDAN XAVIER ALLEN

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CAREER OBJECTIVE

Seeking a full time, entry level position in real estate finance. Currently a Senior at Leeds School of Business with a scheduled graduation date of May 2021. Experienced in customer interactions, sales communication, customer follow-up, and estimating and closing sales. Highly proficient with Word, Excel and PowerPoint, and an avid learner. Relevant skills include:

- Strong Communication Skills
- Flexibility
- Leadership
- Problem Solving
- Motivator
- Professionalism

EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with a dual emphasis in Finance and Real Estate

Cumulative GPA 3.48

- **Relevant Courses:** Real Estate Finance and Investments, Real Estate Economics, Financial Analysis, Corporate Finance, Corporate Financial Reporting, and Investment and Portfolio Management
- **Real Estate Related Projects & Certifications:**
 - **Excel for Real Estate Analysis** – learned to model complex real estate transactions and use Excel to its fullest
 - **ARGUS Certification Class** – completed intensive 3-day course learning modeling for real estate assets, portfolio management and projection of performance of commercial real estate assets throughout the investment lifecycle

EXPERIENCE

FFL Real Estate Holdings, Uncasville, CT

June 2020 – August 2020

Summer Intern

- Shadowed with the companies asset / property manager and learned about many facets of the business
- Worked with Quickbooks accounting software
- Gained insights to the inner workings of a large company

Brendan's Cobblestone Masonry, Niantic, CT

April 2020 – August 2020

Small Business Entrepreneur

- Started a small stone mason business specializing in cobblestone edging during quarantine
- Responsibilities included business development, estimating, billing, installation, and inventory management

First Family Life Insurance, Oakdale, CT

August 2018 - Present

Licensed Insurance Agent / Independent Producer

- Worked independently with an average of 10 clients a week and achieving a closing ratio of approximately 20%
- Wrote policies exceeding \$100,000 (face value) of final expense life business while working full time in summer 2018/19
- Obtained Connecticut insurance agents license at age 19

The Learning Lodge, East Lyme, CT

October 2015 – September 2017

Tutor

- Provided tutoring services to several students in local high schools focusing on SAT, ACT and general coursework preparation to increase test scores
- Tailored coursework for tutoring special needs students for eight to ten hours per week

LEADERSHIP AND ACTIVITIES

Leeds Real Estate Club, Boulder, CO

January 2020 - Present

Member

- Real estate club is dedicated to providing members with a foundation to express and share passion for real estate
- Activities included attending presentations from guest speakers and bi-weekly club meetings

Habitat for Humanity, New London, CT

June 2014 – August 2018

Volunteer

- Worked on five multi-day home building and renovation projects in the greater New London area
- Habitat completed homes fulfilled a need for affordable housing in the area and created a positive community impact

SKILLS AND INTERESTS

- **Technical:** Strong working knowledge of Word, PowerPoint and Excel (modeling, forecasting and organization)
- **Languages:** Basic proficiency in Spanish
- **Analytical Skills:** Proficient in financial analysis based in statistics and calculus
- **Interests:** Skiing, rock climbing, golf and hockey

Brian Elledge

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EDUCATION

University of Colorado Boulder – Leeds School of Business
Dual Major in Business Finance and Real Estate. I

Expected Graduation: May 2021

- **Relevant Courses:** Investment and Portfolio Analysis, Derivatives and Securities, Accounting II, Strategic and Entrepreneur Thinking, Business Law, Real Estate Investment Analysis, Real Estate Development, Math Analysis in Business. (2018-2020)

HONORS AND AWARDS

3rd place, Communication Strategy Final Challenge Case Competition

Boulder, CO. Fall 2018.

- Competed on a team with five other students against 150 teams to deliver solutions to corporate challenges regarding employee financial health.

LEADERSHIP AND ACTIVITIES

Theta Chi Fraternity.

Boulder, CO. Fall 2019-Present

Founding Father

- Helped run rush events and recruitment of PNM's for fall rush (2019-2020)

Young Alumni Mentors Program.

Boulder, CO. Fall 2018-Present

Mentee since Fall 2018

- Met with a personal CU alumni mentor every month to prompt and expand my network and business image.

Resident Hall Council

Boulder, CO. Fall 2017-Spring 2018

Member

- Attended weekly meetings to improve and influence the environment of Sewall Hall.
- Helped plan and attended social events to promote connections with residents of Sewall Hall

EXPERIENCE

Escrow Internship First American Title (Summer 2020 Canceled)

Boise, ID. May 2020

- Was offered a summer internship at First American Title as an Escrow intern.
- Internship was canceled before start date due to Covid-19 Pandemic

Sandbar Riverside Hotel.

Boise, ID. May 2019-August 2019

Bar-back/Bartender

- Worked in a highly pressured and social environment serving beer and wine to customers while changing kegs and stocking the bar.
- Occasionally was responsible for bartending tables and bar tops while also socializing with customers and fellow co-workers to create a friendly environment.

Whitetail Country Club and Gold Maintenance

McCall, ID. May 2017- August 2017

Greens Keeper

- Worked 40+ hrs. a week from 6am to 2pm making sure greens, fairways, and sand buckers were in pristine condition for tournaments.
- Made relationships with club members and occasionally shuttled people across the course.

SKILLS

- Basic training and use on ARGUS Commercial Real Estate Software (2021)
- Plan on obtaining Real Estate License after graduation in 2020
- Proficient at Microsoft office (Word, Excel, PowerPoint, Outlook)
- Frequently use server-based file storage services (Google Drive)

ADDITIONAL INFORMATION

- Volunteer Services: St. Vincent De Paul Soup Kitchen, Boise Festival of Trees, New Orleans Service Trip. (2016-Present)

Brittany Boudreau

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www.linkedin.com/in/brittany-boudreau-86776a172/

EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with an emphasis in Real Estate Cumulative GPA 3.4

- **Relevant Courses:** Principles of Real Estate, Real Estate Economics, Real Estate Finance and Investment Analysis, Real Estate Law, Real Estate Tech, Negotiation Management, Fundamentals of Professional Selling, Digital Marketing, Buyer Behavior, Communication Strategy and Business Ethics
- **Relevant Projects:** Professional Sales Playbook, Sales roleplay, Social Listening Assignment and Driving Traffic Assignment

WORK EXPERIENCE

Market Real Estate Firm, Boulder, CO

May 2020-Present

Extended Intern

- Utilized DataVu and other databases to generate over three thousand leads for marketing use.
- Planned email marketing campaigns to target specific leads. Averaged 20% response rate.
- Responded to 50+ inquiries a week regarding firm's listings.
- Engaged in weekly team video meetings to discuss market strategy.

Andy's Frozen Custard, Naperville, IL

October 2016-October 2017

Associate

- Worked during store opening and closing to take inventory and organize stations
- Provided high standards of customer service during high-volume, fast-paced operations of over 200 customers per hour
- Resolved complaints swiftly and professionally
- Optimized kitchen efficiency by creating the best workflow

Marino's Kitchen Caterers, Naperville, IL

May 2016-July 2016

Clubhouse Location Manager

- Prepared meals for 5 festivals throughout the Chicagoland area quickly and efficiently
- Managed neighborhood clubhouse concessions
- Coordinated with a team of 5 employees to maximize productivity

Jewel-Osco, Naperville, IL

February 2016-June 2016

Lead Cashier

- Expanded customer relationships and supported company culture through assisting customers
- Took initiative to procure extra tasks when scheduled assignments were completed

ACTIVITIES

- Captain of Intramural Volleyball Team at University of Colorado, Boulder, CO
- Member of Freeride Club at University of Colorado
- Participant of Young Leeds Mentoring and Professional Mentorship Program
- Volunteer at Loaves and Fishes Food Pantry in Naperville, IL
- Captain of the Neuqua Valley High School Volleyball Team

SKILLS AND ADDITIONAL INFORMATION

- Google Analytics and Google AdWords certification
- Proficiency in Google Suite and Microsoft Office programs
- Experience using social media platforms
- Studied Spanish for 3 years
- Interest: Snowboarding, hiking, volleyball, traveling, cooking, gaming

CALLIE KLOENNE

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EDUCATION:

University of Colorado at Boulder, Leeds School of Business

Expected May 2021

Bachelor of Science in Business Administration with a Dual Emphasis in Marketing and Real Estate, Spanish Minor
Leeds Honors Program | GPA 3.8 | Dean's List 2017 to Present | Beta Gamma Sigma International Business Honors

Universidad de Sevilla, Seville, Spain

Spring 2020

Semester abroad for completion of Spanish Minor

WORK EXPERIENCE:

Symphony Talent, (remote work) New York City, NY

Marketing Associate

June 2020 to Present

- Manage social media calendar, which includes maintaining a cadence on LinkedIn, Twitter, and Facebook accounts of 3-8 posts a day; create captions, graphics, and video clips to publish
- Aid in design and copywriting of blog posts, email communications, and website
- Assist PR manager by sending press releases to PR Newswire and submit for industry awards
- Compile internal data from annual events to create retrospectives, analyze blog post KPIs, and create weekly reports for social media performance to report to the team
- Increase brand awareness and credibility through outreach for customer logos, case studies, and testimonials
- Complete special operations during the company acquisition phase, such as legal research regarding database mergers

Castle Pines Golf Club, Castle Pines, CO

Front Office Staff

July 2018 to November 2020

- Acted as a point of contact to arrange room reservations, transportation, and any special requests during the members' stay
- Coordinated member itineraries with other departments, such as housekeeping, golf shop, dining services, and transportation
- Executed a weekend of activities for the members' families during International Party tournament

Food & Beverage/Catering

Summers 2019 & 2020

- Served members and guests during tournaments, weddings, and Lulu's BBQ annual fundraiser

Transportation Team

Summer 2019

- Provided VIP transfer service by driving members in club vehicles to requested locations in Denver area

University of Colorado Boulder Office of Admissions, Boulder, CO

Admissions Service Center Representative

January 2018 to December 2019

- Answered calls regarding the undergraduate freshman, transfer, and international student application processes
- Scheduled daily campus tours and assisted with setup in special campus events, including Admitted Students Day
- Promoted the university by calling and writing letters to prospective students regarding their application status

LEADERSHIP AND ACTIVITIES:

Volunteers of America, Denver, CO

Fundraiser Committee Chair

June 2017, August 2019

- Worked on a small team to plan and execute the annual fundraiser gala "Red Wine & Seafood"
- Created all decorations, coordinated the event's location, and booked caterer/entertainment

American Marketing Association, Boulder, CO

NYAGI Nonprofit Team

January 2019 to Present

- Work with NYAGI nonprofit founders to create and implement marketing strategies
- Participate in weekly meetings that consist of marketing workshops

Leeds Professional Mentorship Program, Boulder, CO

Mentee

August 2018 to May 2021

- Met monthly with two recent Leeds alumni to develop professional and job searching skills

Alpha Phi, Boulder, CO

First Datebook Chair & Member

September 2018 & Member 2017-2020

- Designed the first day of formal recruitment for 1,700 potential new members, which entailed budgeting and ordering supplies, as well as organizing logistics of the day

SKILLS AND INTERESTS:

- Conversational in Spanish
- Proficient in Microsoft Office, Revit, GuestTracker, R, HubSpot, Canva, and Adobe Photoshop
- Passionate about golf, yoga, international travel, and music

Cameron Peterson

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Boulder CO | 303-551-3653

EDUCATION

University of Colorado Boulder - Leeds School of Business May 2021

Bachelor of Science in Business Administration with a dual emphasis in Finance and Real Estate

Finance GPA: 3.75 – Real Estate GPA: 3.75

- **Relevant Courses:** Derivative Securities, Real Estate Finance & Investments, Real Estate Economics, Real Estate Development, Corporate Financial Reporting 1, Investment and Portfolio Management

WORK EXPERIENCE

Cymbidium Medical, Boulder, CO August 2020-Present
Finance Intern

- Created forecasting models using Excel to project medicinal products' optimal usage based on sales variables
- Projected gross monthly and annual profit based on 14 different company variables

Tebo Properties, Boulder, CO June 2020-August 2020
Commercial Real Estate Intern

- Managed several commercial real estate projects including leasing a Telecommunications tower, conducting an audit of 18 monument signs, organized the acquisition & placement of a large entry stone
- Created advertising content and managed placement in the Colorado Real Estate Journal
- KPI from Monument Sign Audit: Increased annual Sign Revenue by \$4,500

Basta Ristorante Italian, Boulder, CO May 2018-August 2018
Food Runner & Host

- Hosted and served approximately 80 customers nightly by problem-solving and creating effective solutions in order to create a unique customer experience
- Led serving team as host and improved leadership, interpersonal and communication skills

Hutchinson Black & Cook LLC, Boulder, CO May 2016-August 2016, May 2017-August 2017
Office Assistant

- Assisted with an office remodel, organized old and new cases, and performed additional office tasks
- Gained experience in a professional workplace enhancing confidence and organizational skills

CHARITABLE ACTIVITIES

Journey of Hope: Cycle Across America Summer 2019

- Member of a 29-man team cycling from Seattle to Washington D.C. (4,350 miles), to raise funds and awareness for people living with disabilities
- Pre-trip planning provided purpose, direction, and motivation to the team, resulting in the entire team arriving safely after 67 days, and exceeding our fundraising goal by raising \$190,000

LEADERSHIP & ACTIVITIES

CU Real Estate Center & Club October 2020-Present
Active Member

- Collaborative member, utilize conferences and meetings to expand network and market/industry knowledge

University of Colorado Club Soccer, Boulder, CO August 2017-2019
Team Member

- Offensive player on the Gold (1st) team that has placed in the top 16 at Nationals in 2017, 2018, and 2019

Pi Kappa Phi, Boulder, CO November 2017-Present
Rush Committee, Outdoors Chair, Pi Alpha

- Outdoors Chair: Organize, schedule, and motivate members to participate in weekly camping, skiing, and fishing excursions in order to get the most out of colorful Colorado
- Rush Committee member: seek out new members to continually improve Pi Kappa Phi

SKILLS & INTERESTS

- **Technical:** Swedish (EU Citizen). Licensed Resident Producer of Accident and Health, Life Insurance in the State of Colorado
- **Computer Programming:** Argus Enterprise Course, Advanced Excel Modeling and Forecasting
- **Microsoft Office:** Highly proficient with Excel, Word, and PowerPoint
- **Interests:** Skiing, Fly Fishing, Hunting, Triathlons, and am on a hunt for the best sushi in the US

Carmen Rodriguez Garcia

(720) 842-2302 | Carmen.RodriguezGarcia@colorado.edu | www.linkedin.com/in/carmen-rodriguez-garcia

EDUCATION:

University of Colorado Boulder, Leeds School of Business

*B.S. in Business Administration with an Emphasis in Real Estate
Certificate in Social Responsibility and Ethics*

Expected May 2021

Boulder, CO

- **GPA 3.788** | Dean's List 2017-Present

Leeds Honors Program

- Rigorous academic experience for the highest achieving incoming students
- Program requires honors-level business courses and participation in professional development programs

WORK EXPERIENCE:

Ball Aerospace & Technologies

September 2020 to Present

Administration Intern

Boulder, CO

- Developed a sense of the different components in human resources, shadowing members and attending meetings
- Created a human resources calendar for the entire department featuring annual events and deadlines
- Researched span-of-control and compensation and benefits for different companies in the aerospace industry

Brackitz

July 2020 to August 2020

Intern

Denver, CO

- Helped position the company for sale by understanding and researching the STEM toy market
- Managed sales and worked on increasing sales and improving product listings on Amazon and Jane
- Created A+ Content on Amazon for product listings and translated listings into Spanish

CU Housing and Dining Services

August 2018 to Present

Senior Resident Advisor

Boulder, CO

- Supervise and communicate with 44 residents, as well as manage a staff of 13 resident advisors
- Provide resources for students regarding academic advising, personal advice, and student services
- Conduct inspections to ensure the safety of our community and ensure university policies are being upheld

LEADERSHIP AND ACTIVITIES:

Net Impact

May 2018 to Present

Tri-Executive

CU Boulder

- Organize 4 events per semester such as panels, tours around local businesses, and local speakers that promote sustainability in business across all majors offered by CU Boulder

Student Ambassador

February 2019 to Present

Tour Guide

CU Boulder

- Create a friendly and comfortable environment for students and guests
- Provide significant information about each destination and stop around the university campus
- Promote the university in a respectful and educated manner to prospective students and guests

Diverse Scholars Program

August 2017 to Present

Member

CU Boulder

- Develop individual skills in the business school by providing an environment where members feel at home
- Attending Lunch & Learns to learn the benefits of a business degree

SKILLS AND INTERESTS:

Skills: Fluent in Spanish, SharePoint, Excel (Macros, V-lookup, Pivot tables)

Interests: I enjoy traveling and recently visited Dubai through a First-Year Global Experience at CU Boulder in the Spring of 2018. I was also a semi-finalist in intramural broomball, and have won 1st place in many Mario Kart Tournaments.

Chase C. Axtell

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EDUCATION

University of Colorado Boulder: Leeds School of Business Boulder, CO
Bachelor of Science in Business Administration: Emphases – Finance and Real Estate May, 2021

Dean's List: 2018 – Present

- Cumulative GPA: 3.77
- Scheduled to sit for Argus Enterprise Certification Exam – February, 2021
- Member of Beta Gamma Sigma: International Business Honors Society
- Member of the CU Real Estate Club
- Coursework includes: Corporate Finance, Financial Derivatives, Portfolio Management, Real Estate Finance; Economics; Law, Corporate Financial Reporting, Statistical Analysis, Microsoft Excel, Business Ethics & Law

EXPERIENCE

Intracorp Homes Newport Beach, CA
Multi-Family Development Summer Analyst August, 2020

- Developed a concise zoning code analysis consisting of key metrics for multiple cities in Southern California
- Located and evaluated a variety of prospective development sites based upon the firm's specific parameters
- Gained a significant understanding of the overall residential development process, from site selection through entitlements, construction, and delivery of a property
- Observed COVID-19 impact on consumer preferences and multi-family housing demand

Western Retail Advisors Irvine, CA
Retail Brokerage Summer Analyst June, 2019 – August, 2019

- Generated site materials for prospective site tours consisting of the site plan, surrounding tenant mix, comparable sales, and trade area demographics; aided lead brokers on client site tours
- Drafted multiple Letters of Intent across a variety of lease structures for represented tenants
- Initiated contact with many prospective tenants, resulting in over 50,000 square feet of potential leasing activity and multiple LOI submittals

CBRE Group, Inc. Newport Beach, CA
Retail Brokerage Summer Analyst June, 2018 – August, 2018

- Provided market research and prospective tenant analysis to determine ideal tenant mixes in specific properties
- Inspected many properties with lead brokers to conduct due diligence in preparation for site tours with clients; participated in tours with potential tenants, developers, and other brokers
- Procured a database of prospective tenants for a variety of active landlord retail listings; contacted hundreds of tenants via cold calls/email to establish landlord-tenant relationships

Morgan Stanley Private Wealth Management Los Angeles, CA
Financial Analyst Summer Intern June, 2017 – August, 2017

- Collaborated with the personal wealth management division to analyze financial markets, equities, and fixed income investments to ultimately recommend securities and emerging trends
- Formed a basic understanding of financial planning, asset classification, risk management, and value investing
- Examined and analyzed securities using Bloomberg terminal

LEADERSHIP

Sigma Pi Fraternity, Zeta-Delta Chapter Boulder, CO
Risk Management Chair December, 2017 – December, 2019

- Role consisted of maximizing the safety of fraternal events and minimizing risks to the fraternity
- Created security measures and safety procedures for events with upwards of three hundred participants

SKILLS & INTERESTS

- **Computer:** Skilled command of Microsoft Office Suite. Proficient in Apple software. Intermediate experience in Bloomberg Terminal.
- **Interests/Skills:** FFA Private Pilot, avid skier and cyclist, intermediate French speaking skills

CLAYTON C. WENTHUR

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EDUCATION

UNIVERSITY OF COLORADO , Boulder, CO	August 2017 – Present
<ul style="list-style-type: none">• Current GPA: 3.00• Majoring in Finance in the Leeds School of Business• Double Emphasis in Real Estate	
SAN MARCOS HIGH SCHOOL , San Marcos, CA	2014 – 2017
<ul style="list-style-type: none">• GPA 3.67 - National Honors Society	

PROFESSIONAL EXPERIENCE

BEST PIZZA AND BREW , Oceanside, CA Neighborhood restaurant serving a large variety of pizza by the slice and salads Waiter/Delivery Team Member	June 2019 – August 2019
<ul style="list-style-type: none">• Utilized companies POS to deliver pizzas and place orders• Improved ability to multitask with stressful public relations while completing my assigned job	
MARCUS AND MILLICHAP (NYSE: "MMI") , San Diego, CA Nationwide commercial Real Estate Brokerage Firm Brokerage Intern	June 2018 – August 2018
<ul style="list-style-type: none">• Researched market real estate comparables• Helped prepare offering memorandums• Prepared demographic reports• Participated on phone calls with buyers and sellers• Assisted with real estate analytics using excel	
REALTY INCOME CORPORATION (NYSE: "O") , San Diego, CA Real estate investment trust (REIT) focusing on investment in retail and industrial real estate Acquisitions Intern	June 2017 – August 2017
<ul style="list-style-type: none">• Inputted real estate information into Excel spreadsheet• Prepared Map packages• Prepared Competition maps• Collected property information from outside sources	

LEADERSHIP & EXTRACURRICULAR

WATER POLO	
<ul style="list-style-type: none">• UNIVERSITY OF COLORADO, Boulder, CO○ Varsity Member as a Freshman○ 2017 Pacific 12 Conference Champion○ MVP as a Sophomore○ Vice President in 2019○ President in 2020• SAN MARCOS HIGH SCHOOL, San Marcos, CA○ Four-year letterman○ Led the team to three CIF Championships○ Team Captain and MVP• Carlsbad Club, Carlsbad, CA○ Five-time Junior Olympic team member	August 2017 – Present 2014 – 2017 2011 – 2017
OTHER	
<ul style="list-style-type: none">• Founder and President of the San Marcos High School Fishing Club• Two-time participant in the Tarc National Rocketry National Championship in Washington, DC• Volunteer for Meals on Wheels	2015 – 2017 2016 – 2017 2014 – 2017

SKILLS & INTERESTS

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint and Outlook)
- Completed 3-day Argus course

- Scuba/free diving, fishing, golf, snow skiing, travel

Connor Jaffe

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5889 Sunnyslope Dr. Naples, Florida 34119

EDUCATION

University of Colorado, Leeds School of Business Aug 2017 – May 2021
(Bachelor of Science in Business Administration with an emphasis in Real Estate)

Activities: Member of the university club golf team and club tennis team.
Member of Phi Gamma Delta fraternity. Held a position on the risk management committee and real estate committee.

CAPA Study Abroad, Florence, Italy Jan 2020 – March 2020
Student at CAPA Institute of Florence, took interesting courses and immersed myself in the Italian culture for eight weeks until Covid-19 shortened my stay.

PROFESSIONAL EXPERIENCE

Law Firm of Jeremy Rosenthal – Intern | Denver, Colorado Aug 2020 – Present

- Conducted in-depth legal research on current cases using reference sources.
- Helped conduct client interviews, case investigations, drafting of pleadings and memoranda.

McMullin & Associates – Intern | New York, NY June 2020 – Aug 2020

- Drafted complaints for PIP arbitration proceedings.
- Drafted complaints for commercial collections.
- Reviewed case files for deficiencies.
- Worked with plaintiff to address deficiencies through documentary evidence and affidavits.
- Worked with seasoned members of the firm to prepare them for hearings.

Brownfield Coalition of the Northeast – Analyst | Cherry Hill, New Jersey Aug 2019 – May 2020

- Researched environmental laws pertaining to potential real estate investments in NYC.
- Drafted and published an article regarding environmental regulations on buildings > 25,000 sq. feet in NYC.
- Developed strong research and communication skills.

Baechli Coffee – Intern | Boulder, Colorado Aug 2018 – Dec 2019

- Attended a college course “Internship Accelerator”. During the course we formed a small group to help a local startup.
- Helped identify the barriers to product entry in the U.S. Market.
- Met with local supermarkets and coffee retailers to discuss business deals.
- Placed Baechli Coffee products into Alfalfas supermarket in Boulder, Colorado.

Sonnenalp Golf Club – Outside Services | Vail, Colorado June 2018 – Aug 2018

- Was in charge of and accountable for maintaining a high level of guest service for members.
- Maintained immaculate condition of outside areas including cart staging area, starters shack, parking lot, and cart barn facility.
- Provided timely updates and communications regarding pace of play, status of tee times, course conditions, and other pertinent information to the golf pro shop.
- Developed strong teamwork and leadership skills.

SKILLS, EXPERIENCES, PASSIONS

- Strong knowledge of Microsoft Excel, PowerPoint, and Word.
- Strong financial modeling skills.
- Experienced using social media platforms including Facebook, Twitter, and Instagram.
- Experienced using various investment platforms including TD Ameritrade and E*TRADE.
- Basic proficiency in Spanish.
- Hobbies include golf, tennis, hiking, and biking.

Education

UNIVERSITY OF COLORADO AT BOULDER - LEEDS SCHOOL OF BUSINESS

Bachelor's of Science in Marketing and Real Estate

Expected May 2021

- **Specialized Skills:** Microsoft Excel, communication skills, independent or collaborative work, detail oriented
- **Activities & Awards:** Hummel Family Scholarship, temporary seat on the finance board and CUSG, Leeds School of Business CoLab leader, Annex Boulder missionary trip, Semester Abroad - Rome, Italy
- **Coursework Includes:** Data Analysis, Communication Strategy, Mathematical Analysis in Business, Buyer Behavior, Principles of Real Estate, Marketing Research & Analytics, BASE, Product Strategy, Pricing & Channel Distribution, Real Estate Finance, Real Estate Economics
- **Cumulative GPA:** 3.42

ENGLEWOOD HIGH SCHOOL - Englewood, CO

May 2017

Diploma with High Honors and title of Valedictorian

Experience

NANNY - Boulder, CO

May 2013 - Present

Nanny

- Cared for children by providing basic human needs on a daily basis, while also demonstrating the characteristics of a respectable role model
- Thoroughly completed everyday household duties

SANTO - Boulder, CO

May 2019 – December 2019

Hostess

- Created a positive outlook of the restaurant through a polite and friendly greeting
- Kept an organized and accurate system for seating customers

THE POST - Boulder, CO

August 2018 - December 2018

Hostess/Expo

- Kindly greeted customers to make a good first impression of restaurant, seated customers in an organized pattern
- Mastered organization by correctly organizing orders during high pace shifts, successfully delivered food to tables in a timely and correct manner

CURB SCAPE DESIGN - Littleton, CO

May 2018 - August 2018

Manual Labor Worker

- Proportionally mixed cement for the day's agenda
- Created aesthetically pleasing concrete flower bed borders

SHIELD CONSTRUCTION - Englewood, CO

May 2017 - September 2017

Office Assistant

- Provided consistent attentiveness to Boss' needs, balanced payroll statements, created deposit slips, organized office space, pulled building permits from cities around the state
- Utilized organizational skills to constantly keep the work environment presentable and efficient

David G. Lopez

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EDUCATION

University of Colorado at Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with an emphasis in Real Estate

Minor in Technology, Arts, & Media

Entrepreneurship Certificate

- ◆ Hummel Family Scholar
- ◆ Emcee for Innovation & Entrepreneurship Campus Kickoff 2018-2019
- ◆ Dean's List Fall 2017

EXPERIENCE/LEADERSHIP

Internalyze, Boulder, CO

April 2018 - Present

Cofounder/CEO

- ◆ Placed 100% of first cohort into desired roles, while generating revenue and partnerships
- ◆ Delegate tasks to team of 3-5 individuals, based on their strengths
- ◆ Decide where to take our company based on numerous aspects that deal with the success of students

CU Boulder, Boulder, CO

August 2019 - May 2020

Research Assistant

- ◆ Research growing and scaling companies that have roots here in Colorado
- ◆ Establish relationships with contacts at companies in our growing database
- ◆ Present my findings at weekly meetings with research faculty

Catalyze CU, Boulder, CO

April 2018 – August 2018

Associate

- ◆ Contributed to the growth of seven early-stage startups by assisting entrepreneurs with effective and useful insight on starting a company
- ◆ Collaborated with the directors to properly plan and execute the board meetings of our seven companies, while assisting our very important speakers/members.
- ◆ Involved with the planning and execution of our Catalyze CU Demo Day where our seven companies presented their growth, with 250 people in attendance

Innovation Action Team, Boulder, CO

April 2018 – Present

Social Coordinator

- ◆ Plan and execute a monthly meetup of community mentors and student entrepreneurs to get together to network, learn, discuss ideas around entrepreneurship and innovation
- ◆ Collaborate with other members of my team to market and designate the strategy for getting the most outreach to the greatest number of interested students at the University of Colorado Boulder

Leeds Residential Academic Program, Boulder, CO

September 2017 – December 2018

Program Leader

- ◆ Plan and execute two events per month for residents, while building relationships with my co-workers
- ◆ Foster an environment where residents feel like they belong in their dorm community
- ◆ Execute tasks while helping those in need of a shift covered or event execution

David Lopez's Private Tutoring, Arvada, CO

August 2015 - May 2017

Lead Tutor

- ◆ Increased 11 student's English, math, and reading test scores based on grade turnaround through private tutoring and special attention with each student receiving around two hours of tutoring per week for an average of 10-12 weeks each
- ◆ Tailored lesson plans with input from classroom teachers for each individual student
- ◆ Learned valuable lessons regarding growth, empathy, patience, mentorship, and leadership

SERVICE

Junior Achievement, Colorado

December 2018 – Present

Classroom Speaker

- ◆ Presented my entrepreneurial journey to multiple high school classes at one middle school and five different high schools
- ◆ Expose minority students to entrepreneurship, college, and scholarships

SKILLS

- ◆ Effective communicator
- ◆ Highly dependable
- ◆ Self-starter
- ◆ Community builder
- ◆ Entrepreneurial-minded
- ◆ Highly motivated

Dietrich Berning

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EDUCATION

University of Colorado at Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with an emphasis in Finance/ Real Estate

Cumulative GPA – 3.37

Dean's List Student

Relevant Coursework: Communication Strategy, Corporate Finance, Math Analysis, Principles of Real Estate, Real Estate Finance

HONORS AND AWARDS

- Recipient of the Chick Evans Scholarship for caddies to CU Boulder which is a prestigious Full tuition and housing scholarship based upon both merit and needs based criteria.
- Academic Letter all 4 Years in High School
- Graduated High School with a 4.1 Weighted GPA
- Golf Varsity Lettermen for 3 Years
 - Team Captain

VOLUNTEER EXPERIENCE

National Honors Society, Longmont, Colorado

Fall 2013-Spring 2017

- Member, completing over 70 hours of Volunteer work each year
- Completing many hours of volunteering at organizations such as:
 - Our Center
 - Longmont Humane Society
 - Colorado Horse Rescue
 - Rocky Mountain Christian Church
 - Special Education Department at Silver Creek High School
 - Predominately the Unified Sports Program

WORK EXPERIENCE

FedEx Ground

Summer 2020

Package Handler

While at FedEx I worked to ensure successful delivery and transfer of goods to its intended destination. Handling goods and documents in a busy warehouse setting as well as Communicate efficiently with fellow workers, supervisors and other members of the team were essential skills. Package handlers perform physical labor and must be fit enough to lift packages that might weigh between 50 and 100 pounds for multiple hours while maintaining a base unload rate of 1000 packages an hour.

Evans Senior Investments, Denver, Colorado

Summer 2019

Real Estate Intern

During my summer internship at Evans Senior Investments I was responsible for the tracking of the Seniors Housing acquisition market to understand current market pricing dynamics with a reliance on internal analytical tools and research of our proprietary database.

Snooze an A.M. Eatery, Boulder, Colorado

June 2018- June 2019

Food Expeditor/ Busser

Snooze is a very fast paced environment especially for a busser some the most important skills for me to have in this particular job are abilities such as speed, dexterity, attention to details, teamwork, effective communication skills, the ability to work under pressure, and a customer focus.

Boulder Country Club, Boulder, Colorado

Summers 2015-2018

Golf Caddie

During my time at Boulder Country Club I achieved the Top available Rank and learned skills such as extensive golf knowledge, physical fitness, attention to details, concentration, communication skills, and problem-solving abilities. Caddied over 200 rounds on the course learning professionalism and networking with successful local business professionals.

SKILLS

- Experienced user of Microsoft Office Suite
- Salesforce Lightning

ROBERT “DREW” CHALLINOR

925.330.1232 · Drewchallinor34@gmail.com · www.linkedin.com/in/drew-challinor

Profile: *Highly self motivated and outgoing finance student with a passion for both equity markets and the real estate industry seeking job and internship opportunities.*

EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with a dual emphasis in Finance and Real Estate

- **Relevant Courses:** Real Estate Finance, Investment Portfolio Management, Real Estate Law, Corporate Financial Reporting, Corporate Finance

Study Abroad, Prague, Czech Republic

February 2020

ISA History, Culture, and Politics Program at Charles University

- Traveled throughout Europe to places such as London, Budapest, Barcelona, Vienna, and experienced everything the city of Prague had to offer.
- Studied Enlargement of the European Union, Art and Architecture, and World War 2 History
- Learned to overcome a major language barrier and can now speak basic Czech as a language.

EXPERIENCE

KPA Software Finance Intern

October 2020-Current

- Sifted through over 3,000 contracts and entered data from contracts into a detailed Excel Spreadsheet.
- Used Salesforce on a daily basis and organized data from thousands of files.
- Audited thousands of service agreements and correctly organized them based on parameters such as term length, growth rate, and completion of payment.
- Managed data on millions of dollars worth of subscriptions and learned how they translate to KPA’s financial statements.

Stonecastle Land and Home Financial, Danville, CA

June 2018 – August 2018 Intern

- Managed the loan application process with prospective home buyers, including meeting with potential homeowners, reviewing credit scores, presenting loan options, and participating in weekly broker tours.
- Traveled to Michigan to visit the largest wholesale lender, United Wholesale Mortgage with the vice president and lead sales representative.
- Partnered with non-profit organization, Destination Danville, to visit and pitch local businesses on offering discounts and promotions that would be featured in a coupon book at the Eugene O’Neill Festival, with over a 50% success rate of business earned.

Electronic Sound Technician “DJ”

April 2020-Current

- Started an entertainment company through my passion of mixing and producing electronic music.
- Developed social media campaign to solicit customers and prospective restaurants and bars.
- Attracted over 40,000 plays and 2000 likes on Soundcloud.

LEADERSHIP AND ACTIVITIES

Sigma Phi Epsilon Fraternity, Boulder, CO

September 2017 – November 2019

Social Chair

- Planned events, including brainstorming and presenting ideas, designing the theme, working with vendors, and coordinating schedules and logistics with other organizations.
- Participated in the Bid Committee for Spring Rush 2018 to help select the spring class, which involved interviewing pledge candidates, providing feedback, and assisting with final decision making.
- Attended several meetings with the Interfraternity Council administration as well as the CU police to maintain good relationships with authorities.
- Joined the Scholarship Committee to evaluate incoming freshmen for pledge scholarships.

SKILLS AND INTERESTS

- **Technical:** Highly proficient at MS Office including Excel, Word and PowerPoint
- **Skills:** Strong interpersonal communication and financial analysis skills through education and job experience
- **Real Estate:** Understanding of Real Estate Market and Laws and Commercial/Residential Building Analysis
- **Interests:** Mixing music/electronic music production, Pittsburgh Steelers enthusiast, snowboarding, working out, and golf.

Emily Noyes

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EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with a dual emphasis in Finance and Real Estate

Cumulative GPA of 3.74

Dean's List Fall 2017, Spring 2018, Spring 2019, Fall 2019, Fall 2020

- Coursework includes: Accounting 1&2, Corporate Financial Reporting 1, Investment and Portfolio Management, Derivative Securities, Real Estate Finance, Corporate Finance, Real Estate Law

EXPERIENCE

KeyBank Real Estate Capital, Seattle, WA

June 2020 – August 2020

Undergraduate Intern, Community Development Lending & Investing

- Completed all documents in deal approval process, including the Preflight, Cover Letter, Term Sheet, components of the Credit Approval Document and Extension Memorandums
- Completed financial analysis for underwriting of construction budgets and financial statements
- Participated in weekly deal screening calls, closing calls and client interactions

Doug's Day Diner, Boulder, CO

April 2019 – December 2019, August 2020 – December 2020

Hostess & Expo

- Organize and deliver correct food to customers from kitchen while simultaneously managing to-go orders
- Efficiently seat guests in various locations around the restaurant
- Assign, clean and wipe down all tables

University of Colorado, Boulder, CO

September 2019 – December 2019

Teaching Assistant

- Assisted students in grasping various concepts taught in FNCE 2010, Fundamentals of Financial Analysis including Calculus, Statistics and Excel
- Held weekly office hours for 2 hours on Mondays and Wednesdays

Find My Zen, Boulder, CO

April 2019 – August 2019

Marketing Intern

- Created marketing materials for Instagram and Facebook including posters, advertisements and stories for Find My Zen and their partners
- Composed weekly news letters and email communications with clients
- Proposed and implemented marketing campaign ideas for the company's various partners

LEADERSHIP & ACTIVITIES

Phi Mu, Boulder, CO

September 2018 – Present

Charter Member of social fraternity

- Participate in weekly chapter development meetings and collaborate in committees every semester
- Volunteer at Children's Hospital Colorado and for local philanthropic events

Alpha Phi Omega, Boulder, CO

January 2018 – September 2019

Member of coed service based fraternity

- Volunteered on campus, in local community and abroad for a minimum of 18 hours a semester
- Projects included working with the homeless, the Boy Scouts of America and the Girl Scouts of America

SKILLS

- Proficient in Microsoft Applications and Google G Suite Programs
- High knowledge of social media platforms and strong attention to detail

EMMA FRANKIEWICZ

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www.linkedin.com/in/emma-frankiewicz

EDUCATION

University of Colorado Boulder - Leeds School of Business

Class of 2021

- Business Administration with an emphasis in Finance and Real Estate, GPA: 3.28
- Relevant Courses: Real Estate Finance and Investment Analysis, Real Estate Economics, Real Estate Development, Derivative Securities, Corporate Financial Reporting
- Participated in First Year Global Seminar, a two-credit elective discussing Portuguese globalization and economy with a week-long global experience in Lisbon, Portugal

Università Cattolica Del Sacro Cuore - Milan, Italy

Spring 2020

- Adapted to Italian culture and increased language proficiency through daily communication with peers
- Bolstered knowledge of culture through extensive classroom and field studies

WORK EXPERIENCE

KeyBank Real Estate Capital

Income Property Group Summer Analyst, Denver, CO/Remote, June 2020 – August 2020

- Mitigated risk by analyzing cash flows models and financial statements related to each loan request.
- Researched markets and submarkets to determine market vacancies, cap rates, along with construction pipeline in order to underwrite a loan request with updated market rates.
- Compiled information on markets to write market summaries in deal memos to be presented when approving loans.
- Calculated loan covenants by analyzing loan agreements and calculating their DSCR to ensure borrower's financials were on pace.

Southern Land Company

Real Estate Development Intern, Denver, CO, May 2019 – August 2019

- Responsible for providing commercial real estate analysis for office, retail and apartment data.
- Researched rent comparables, construction pipeline, supply and demand, demographics and corporate activity in the prospective area.
- Generated and formatted excel graphs and charts with gathered data.
- Compiled information from market research onto Powerpoint regarding potential development sites to be presented to the Investment Committee comprised of the CEO, President, CIO, etc.

Dasco Insurance Agency

Insurance Intern, Northbrook, IL, May 2018 – August 2018

- Responded to client inquiries, incoming email, mail, faxes, and company requests.
- Monitored billing status of clients while dealing with cancellation notices and reinstatements.
- Recorded agency billing in excel to professionally display commission statements.
- Maintain client files and ensure proper documentation, by processing all policies, endorsement changes, invoices, certificates of insurance, documentation, activities, etc.

LEADERSHIP

Gamma Phi Beta - Beta Rho

Panhellenic Affairs Vice President, Boulder, CO, December 2018 – December 2019

- Member of the executive council for the 300 person chapter
- Communicated with the CU Boulder Panhellenic community to ensure that our chapter fulfills all the requirements to be in good standing with the school
- Relayed information to our chapter to enforce CU Boulder Panhellenic policies
- Responsible for organizing Homecoming, Greek Week, and other Panhellenic events within our chapter
- Monitored a budget of \$10,000 throughout the school year

COLLEGE AFFILIATIONS

- Gamma Phi Beta Fraternity, *Panhellenic Affairs Vice President*
- Colorado Women's Club Volleyball Team, *Member*
- University of Colorado's Hiking Club, *Member*

SKILLS & INTERESTS

- **Technical:** Proficient in Microsoft Excel, Word, PowerPoint, Outlook, CoStar, Real Capital Analytics
- **Interests:** Snowboarding, camping, yoga, hiking

Erik Ledezma

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EDUCATION

University of Colorado at Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with an emphasis in Finance and Real Estate

Cumulative GPA: 3.10

Kaplan Real Estate Education

March 2016

Real Estate Licensing Education

Relevant Courses: Real Estate Law & Practice, Legal Issues, Contracts, Practical Applications, Trust Accounts, Closings

HONORS AND AWARDS

- Sigma Cume Laude 2015
- Engineering Student of the Year 2015-2016
- Latin American Education Foundation Student of the Year 2015-2016
- Sigma Lambda Beta Fall 2016 Chairman's List 2016
- eXp World Holdings Chairman's Excellence Award at the Amethyst Level 2018
- Keller Williams Realty Urban Elite – Millionaire Club x6 2020-2021
- Keller Williams Realty Urban Elite – Top #2 Team 2020-2021

EXPERIENCE

Team Hybrid, Denver, Colorado

January 2020- Present

CO-Founder

- Real Estate mentor assisting other licensed agents in their own real estate careers
- Mentorship system created to empower real estate agents achieve their business goals
- Educating and managing real estate junior team members leverage investment strategies while promoting a balanced lifestyle
- Researching potential investment opportunities and analyzing opportunities and risks inherent in specific sectors and markets
- Creating and presenting Investment Committee materials and valuation analysis, including creation of complex financial models

Keller Williams Realty Urban Elite, Denver, Colorado

January 2020- Present

Associate Broker & Mentor

- Manage a Team of 10 agents (Production exceed \$30 million in volume 2020)
- Solicit clients to sell or buy properties and assist broker in finalizing the property transactions
- Educating clients regarding various properties and assisting them on prices, mortgages, and market conditions
- Analyzing and comparing different properties in order to determine competitive market price
- Presenting the purchase offers to the sellers for consideration and negotiating between buyers and sellers
- Ensuring whether all the terms of the contract are met according to the real estate laws and regulations
- Preparing various documents such as loyalty contracts, deeds, and purchase agreements

LSM | Ledezma Sports Management LLC, Denver, Colorado

March 2019- Present

Founder-CEO

- Representative of action sports fighters throughout their career including matches and promotions
- Negotiation of fighting contracts with fighters, coaches, and promoters
- Educating fighters on the business of action sports and management of their financials

Hybrid Agent System, Westminster, Colorado

March 2018- Present

CO-Founder

- Mentorship system created to empower real estate agents achieve their business goals
- Educating and managing real estate junior team members leverage investment strategies while promoting a balanced lifestyle
- Researching potential investment opportunities and analyzing opportunities and risks inherent in specific sectors and markets
- Creating and presenting Investment Committee materials and valuation analysis, including creation of complex financial models

EXP Realty LLC, Englewood, Colorado

August 2017- Present

Associate Broker

- Solicit clients to rent, sell, and buy properties and assist broker in finalizing the property transactions
- Educating clients regarding various properties and assisting them on prices, mortgages, and market conditions
- Analyzing and comparing different properties in order to determine competitive market price
- Presenting the purchase offers to the sellers for consideration and negotiating between buyers and sellers
- Ensuring whether all the terms of the contract are met according to the real estate laws and regulations

- Preparing various documents such as loyalty contracts, deeds, and purchase agreements

MetLife Insurance Company, Greenwood Village

November 2017- January 2018

Business Controls Representative

- Centrally coordinated resources through Americas Business Controls & Operations; responsible for the monitoring, analysis and management Lost Policies across the US Americas business segments
- Responsibilities include governance & oversight. This role is responsible for providing at a US Americas level appropriately identification, aggregation, measurement, management and report of risks across the organization that impact the Company's operations and reputation
- Decides Lost Policies frameworks for adhering to Enterprise IT Risk framework and policies; through input and collaboration with the LOB Risk Officers and supporting partners
- Informs US Business segments on business planning and decision making from an independent risk perspective, working closely with Business Controls Team and State Department of Insurance of each individual State.
- Support business centric communication of Lost Policies related Risk initiatives: Governance, Policy & Standards, Risk Assessment, etc.

The Liberty Group, Denver, Colorado

August 2017- January 2018

Leasing Professional

- Perform all sales and leasing activities to achieve the property's revenue and occupancy goals
- Stay informed on the market and competitor conditions that may impact the community's occupancy and sales results
- Develops and implements short and long-term marketing plans and goals to sustain occupancy
- Designs and executes marketing activities to create and drive traffic to the property
- Uses the on-site property management software application (OnSite, Yardi, etc.) to track apartment availability, record traffic and leasing activities, manage resident and prospect data, and capture critical demographic and other information about existing and future residents.
- Ensures that the property and show units meet the Company's standards for show quality
- Follow-up with prospects and new residents to ensure satisfaction
- Executes and performs activities in support of the property's lease renewal program
- Responds quickly and courteously to resident and client/owner concerns and questions and takes prompt action
- Completes various accounting, financial, administrative, and other reports and performs other duties assigned or as necessary

Keller Williams Integrity Real Estate, Denver, Colorado

May 2017- August 2017

Associate Broker

- Solicit clients to rent, sell, and buy properties and assist broker in finalizing the property transactions
- Educating clients regarding various properties and assisting them on prices, mortgages, and market conditions
- Analyzing and comparing different properties in order to determine competitive market price
- Presenting the purchase offers to the sellers for consideration and negotiating between buyers and sellers
- Ensuring whether all the terms of the contract are met according to the real estate laws and regulations
- Preparing various documents such as loyalty contracts, deeds, and purchase agreements

First Bank, Brighton, Colorado

February 2017 – May 2017

Bank Teller

- Processed payments for mortgages personal loans utilities and credit cards
- Conducted sales for money orders and official bank checks and products
- Handled high volumes of cash safely and accurately on a regular basis
- Managed check savings deposits and withdrawals and a variety of other customer transactions as required
- Provided assistance to tellers and other bank staff

The University of Colorado Boulder, Boulder, Colorado

June 2016-December 2016

Residential Advisor (RA)

- Working with diverse groups of people and personalities
- In direct charge of 38 residents
- Wrote and discuss summaries on groups, individual sessions, monthly contact and progress reports
- Record and demonstrate consistent records of residents well-being and academic progress
- Facilitate conflict issues among residents and enforce University rules and policies for learning living communities

The University of Colorado Boulder, Boulder, Colorado

June-August 2016

Pre-Collegiate Summer Bridge Peer Advisor

- In direct charge of two groups of high school students (12 in total)
- Provided students with academic enhancement to better prepare them for college
- Maintained weekly records of regarding the status of students.
- Built rapport with all levels of communication and administration, co-workers, students and parents.

Peer Mentor

- Provided tutoring for TRIO Students and assistance with general academic development and social networking
- Facilitated workshops on time management, study skills, note-taking, and test-taking strategies

LEADERSHIP

Sigma Lambda Beta International Fraternity Incorporated, Boulder, Colorado

August 2015-December 2018

Vice President (Member since Fall 2015)

- Assume full responsibility and accountability for the Fraternity.
- Enforce fraternity standing rules and policies
- Oversee other positions and provide help if needed along planning and leading Fraternity meetings and retreats
- Manage the fraternity's internal and external issues by developing effective solutions.
- Work towards goals and objectives of the Fraternity and foundation strategic plan.
- Raised around \$4,000 in the period of three months for the Fraternity
- Increased standards and achievement in cultural awareness event planning and community service hours.
- Increased recruitment by about 200%.

Youth Leadership Conference, Boulder, Colorado

November, 2016

Facilitator

- Established and developed youth ministry
- Provided activities and workshops to foster leadership and social climate knowledge for youth
- Mentored youth in groups to discuss social issues
- Served as a resource person for youth education programs
- Attended all session meetings for the purpose of facilitator leadership development

Presidents Leadership Class, Boulder, Colorado

March 2015-Present

Scholar

- Selected among hundreds of applicants to be 1 of 50 scholars in the freshman class of 2015
- Served in numerous service projects with the PLC community
- Created a portfolio for a Leadership Minor including experimental weekends and walkabout experiences

SKILLS

- Strong knowledge of Microsoft Office Suite
- Operational Knowledge of the MLS
- Operational Knowledge of CTMe Contracts
- Operational Knowledge of Centralized Showing Service
- Operational Knowledge of Onsite
- Operational Knowledge of the Yardi
- Operational Knowledge of Marketing in various forms of social media including Facebook, Instagram, LinkedIn and Snapchat
- Fluent in Spanish

Ethan Finver

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(908)-797-9701
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OBJECTIVE

Looking to combine my passion for projects and my Business Administration degree to obtain a job in the Construction Management or Real Estate industry.

EDUCATION

University of Colorado at Boulder, Leeds School of Business
B.S. in Business Administration with a Dual Emphasis in Management and Real Estate **Fall 2017 - May 2021**

WORK EXPERIENCE

- | | |
|---|----------------------------------|
| University of Colorado at Boulder Student Recreation Facility | October 2017 - March 2020 |
| <ul style="list-style-type: none"> • Ice Technician • Guest services | |
| Topilow Development | June 2018-Present |
| <ul style="list-style-type: none"> • General Construction tasks • Experienced working on live construction sites | |
| JRM Construction Management | June 2019-August 2019 |
| <ul style="list-style-type: none"> • Estimating Department Internship • Built a project pricing model based on historical JRM contracts • Cold called sub-contractors to bid on projects • Received training on how to read architectural drawings and edit Scope of Work | |

LEADERSHIP AND ACTIVITIES

- | | |
|---|--------------------|
| Captain, Westfield High School Hockey | 2016 - 2017 |
| <ul style="list-style-type: none"> • Awarded by coaches and teammates the Ben Arnold Spirit and Leadership trophy | |
| President, Westfield High School Flag Football League | 2015 - 2017 |
| <ul style="list-style-type: none"> • President of a non-profit charity flag football league with over 100 members • Raised money for the Special Olympics | |

SKILLS

- Experienced user of MS Excel, Takeoff and most Google platforms
- Attention to Detail
- Strong Organization skills
- Proficient with power tools

Hannah Mashaal

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hannah.mashaal@colorado.edu

<https://www.linkedin.com/in/hannah-mashaal/>

(858) 999-5060

EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration

Dual Major in Finance and Real Estate

- Coursework includes: BASE, Corporate Finance, Corporate Accounting, Investment and Portfolio Management, Derivatives and Securities, Real Estate Economics, Real Estate Development, Real Estate Finance and Investments

EXPERIENCE

Intern, Pao, Boulder, CO

November 2020–Current

- Startup travel app that allows users to share and promote individual travel experiences
- Participated in weekly tasks such as creative marketing, app feature discussions, content creation and blog writing
- Worked with a team to find new low-cost strategies for Pao to obtain new users

Intern, DivcoWest, San Francisco, CA

Summer 2020

- Participated in tasks that provided an overview of various facets of Real Estate including Development, Finance, Acquisitions, Due Diligence, Asset and Property Management, Leasing, Human Resources and ESG Investing and Policies
- Prepared a detailed report on COVID's effect on the Industrial Real Estate sector
- Worked with excel and database models for leasing and acquisition analyses

Intern, Senvest Capital, New York, NY

Summer 2019

- Internship provided excel training for stock analysis and evaluation
- Attended and summarized public company presentations for analysts
- Researched, composed and presented a formal proposal and analysis on a new stock idea for the investment committee

Intern, TeamSnap, Boulder, CO

September – December 2018

- Worked individually and on a team reporting to a company manager developing online strategies promoting brand awareness and increased market penetration
- Helped to reconstruct the marketing outreach program

LEADERSHIP & ACTIVITIES

Volunteer, École Rochechouart, Paris, France

January 2020– February 2020

- Taught preschoolers English once a week
- Worked with their teacher to find engaging ways to add English to their curriculum

SKILLS

- Strong knowledge of Microsoft Word, Excel and PowerPoint
- Experienced using social media platforms including Facebook, Twitter and Instagram
- Fluent in French
- Highly organized
- Strong communication skills
- Work well in teams

Henry King Butler, IV
1080 14th Street, CO 80302
Hebu3298@colorado.edu
(309)-287-9443

EDUCATION

University of Colorado Boulder, Boulder, CO (May of 2021)

Leeds School of Business

Bachelor of Science in Business Administration with an emphasis in Marketing and Real Estate

- Coursework includes: The World of Business, Microeconomics, Macroeconomics, Data Analysis, Communication Strategy, Mathematical Analysis in Business, Core Group Business classes, Financial Statistics, Calculus, Leadership development, Public Speaking, Group presenting and Financial understanding.

Johns Creek High School, Johns Creek, GA (May of 2017)

AP Scholar in environmental studies

3.7 GPA / 29 ACT

EXPERIENCE

AIG Atlanta, Atlanta, GA (May 2019 - July 2019)

Marketing Intern

- Applying technical and people skills in a public setting
- People to People communication
- Proficiency in Excel, Word, and PowerPoint
- A job that required creativity and fast thinking

Olympus Recycling, Atlanta, GA (May 2017 - August 2019)

Laborer/Scrap seller

- Tasked with the manipulation of metals into more lucrative items
- Able to operate heavy machinery
- Basic negotiation and closing deals
- Proficiency in Excel and stock taking

Chi Psi Fraternity, Psi Delta Chapter, Boulder, CO (January 2019 - May 2019)

Social Chair

- In Charge of social events and coordination during the Spring semester.
- event coordinator
- Leader of the social event team.

Brother at Large (May 2019- May 2020)

- Executive member
- Liaison between the Brotherhood and the executive council
- Involved large scale fundraising and philanthropic planning

TopGolf, Inc, Atlanta, GA (May 2018 - August 2018)

Caddie

- Waiter and golfing specialist for summer period.
- Involved work with large customer base
- Valuable people skills were gained from this experience.

Junior Gladiator Youth Lacrosse, Inc., Johns Creek, GA (January 2017 - April 2017)

Head Coach

Henry King Butler, IV

1080 14th Street, CO 80302

Hebu3298@colorado.edu

(309)-287-9443

- Head coach of youth lacrosse team for my local high school
- Focused on developing and bettering the lives of the kids I coached

Napoli 1, Johns Creek, GA

(May 2017 - Aug. 2017)

Restaurant employee

- Dishwasher, Buss boy, and pizza delivery

ACTIVITIES

CU Real Estate Club, Boulder, CO

(January 2020 – present)

Member

- Understanding the in's and out's of this space
- Grasping a basic financial understanding

Wednesday Book Slam Club, Boulder, CO

(January 2019 - Present)

Co-Founder

- Group partakes weekly in short stories that are discussed every Wednesday

CU Blockchain Club, Boulder, CO

(February 2018 - Present)

Member

- Meet weekly to discuss market changes and industry trends while maintaining professional relationships
- Hold interviews with professionals in the industry

Johns Creek High School Environmental Club, Johns Creek, GA

(September 2013 – May 2017)

Member

- Vice President and in charge of planning/coordinating for the club
- In charge of bringing recycling to the school

Recent Job Offers:

- Vector Marketing Sales associate/Account manager
 - Offer is contingent upon graduate

SKILLS

- Leadership
- Coachable
- Great voice inflection
- Proficiency in Microsoft Office
- People to people interactions
- Sales
- Technology
- Social media
- Hard work
- Desire to Learn

Jack Fults

115 29th Street, Newport Beach, CA 92663 - jackcfults@gmail.com - (714) 430-0834

<https://www.linkedin.com/in/jack-fults-897085186/>

Education

University of Colorado Boulder - Leeds School of Business

May 2021

Bachelor of Science in Business Administration with an emphasis in Real Estate, Certificate in Entrepreneurial Studies GPA: 3.1

Coursework includes:

The World of Business, Microeconomics, Macroeconomics, Communication Strategy, Mathematical Analysis in Business, Business Law, Business Ethics and Social Responsibility, Operational Management, Marketing, Statistical Analysis in Business, BASE (Business Core Applied Semester Experience), Finance, Accounting 1, Accounting 2, Entrepreneurial Environments, International Business, Principles of Real Estate, Real Estate Finance and Investments, Real Estate Development, Real Estate Economics, New Venture Creation, Real Estate Law, Real Estate Senior Seminar, Real Estate Case Competition

Proficient in **Argus** and all Microsoft Office Softwares

Experience

1 Oak Advisory, Newport Beach, CA

May - August 2020

Intern

- Learned the specialized business of buying, managing, and selling delinquent second mortgages across the U.S.
- Worked on loans talking to borrowers over the phone and collecting their overdue balance on the second mortgage
- Performed due diligence on loans we were considering to purchase
- Sat in on meetings with potential investors for future batches of loans

Evans Plumbing Company/SOS Plumbing and Pipe Restoration, Costa Mesa, CA

Summers 2015-2019

Apprentice

- Hands on experience in specialized custom home building including design and installation of the plumbing system and custom features in addition to learning to read plans
- Shadowed management and assisted with scheduling, job prep, and coordination of trenchless and traditional sewer repairs including underground work in the public right of way
- Dug holes, placed pipes, installed water heaters, delivered parts, other manual labor

Arc Butcher and Bakery, Newport Beach, CA

May - August 2020

Bar Back

- Worked as a bar back at an upscale restaurant training to be a server and bartender
- Learned about a variety of wine which was one of the restaurants specialties
- Poured drinks, polished glasses and silverware, cleared tables, cleaned

Leadership & Activities

Real Estate Case Competition, Boulder, CO

February 2021 - April 2021

- Analyzed an actual commercial real estate transaction, rendering a detailed recommendation, and providing a presentation of our teams analysis and proposal
- The competitions themselves are the culmination of an intensive multi-day analysis preparation, done exclusively by the students, and a day of presentations.
- Judges in the competition are real estate executives representing top companies in the industry.

Kappa Sigma Fraternity Philanthropy Chair, Boulder, CO

January 2018 - November 2019

Committee member

- Coordinate and set up various philanthropy events for the fraternity
- Held events such as the Sorority Volleyball Tournament for breast cancer, Kappa Sigma GoRuck benefitting military veterans, Puppies On the Beach and the Kappa Sigma Poker Night where all proceeds went to training for service dogs for military veterans

GIVE Volunteer Program, Chiang Mai and Muang Khong, Thailand

June 2019

Volunteer

- Worked with hill-tribe villages establish sustainable agriculture in addition to any manual labor needs
- Worked with schools with their English education programs and continued reforestation projects

JACKSON ROTH

1116 13th Street, Boulder, CO 80302 Unit #3 • jaro5423@colorado.edu • 720-746-8849
<https://www.linkedin.com/in/jack-roth-679448154/>

EDUCATION

University of Colorado Boulder – Leeds School of Business September 2017-current

Bachelor of Science in Business Administration with an emphasis in Real Estate
Cumulative GPA: 3.1

• **Relevant Courses:**

- First-Year Global Experience course - studying and visiting the Switzerland economy.
- Project Management, Real Estate Development, Real Estate Law, Real Estate Finance/Investment

WORK EXPERIENCE

Papa Johns, Castle Pines, Colorado September 2016-May 2017
Delivery Driver

- Worked all essentials of the pizza making and delivery process (stocking/preparing/cooking/cleaning/delivery)

Taco Junky, Boulder, Colorado July 2019-September 2019
Busser/Waiter

- Responsible to stock and restock inventory throughout the shift

Flower Child, Boulder, Colorado July 2020-Present
Waiter

- Executed orders while engaging with customers using sales skills to maximize sales efforts for revenue

SKILLS

-
- Microsoft Word, PowerPoint, and Excel
 - Basic Spanish proficiency
 - Exceptional customer service and sales expertise

LEADERSHIP AND ACTIVITIES

Sigma Alpha Epsilon, Boulder, Colorado Spring 2018-Present
• John O. Moseley Leadership School at University of Wyoming

Meals-On-Wheels, Denver, Colorado Winter 2016
• Prepared and delivered meals to those in need during the holidays of December.

Make-A-Wish Foundation Fall 2013-2017
• Contributed and raised over \$250,000 towards helping children with life-threatening illnesses and achieving their arranged “wish” experiences.

Study Abroad – Barcelona, Spain Spring 2020
• International Study Abroad Program with Business & Culture in Barcelona, Spain

Jake Belknapp

(720)-979-1306 | Jacob.Belknapp@Colorado.edu | <https://www.linkedin.com/in/jake-belknapp/>

EDUCATION:

University of Colorado Boulder, Leeds School of Business

Expected May 2021

B.S. in Business Administration with an Emphasis in Finance and Real Estate

Boulder, CO

- **GPA 3.6** | Dean's List 2017-2018

Relevant Coursework

- Communication Strategy, Corporate Accounting, Corporate Finance, Investment Analysis, Real Estate Economics, Business Applied Semester Experience (BASE), Real Estate Investment Portfolio, Financial Derivatives

WORK EXPERIENCE:

Miller Housing Advisors, LLC

February 2021-Present

Business Consulting Associate

Cherry Creek, CO

- Assist in financial analysis by creating operating pro formas and development budgets

CU Real Estate Center

January 2021-Present

Real Estate Rotational Intern

Boulder, CO

- Work with real estate companies assisting on projects involving leases, title insurance, REITs, lending and brokerage

TTEC

Summer 2020

Financial Internship

Englewood, CO

- Mentored by financial executives with weekly one on ones
- Worked closely with the PMO team assisting with projects within Real Estate, Marketing, M&A, IT, and PR
- Worked with marketing to communicate and improve internship program via LinkedIn and the TTEC website

Peachwood Ventures

Summer 2018-Summer 2020

Co-manage team of workers

Moffat, CO

- Trained and provided instruction to team members
- Reported daily production numbers to management and identified/implemented process improvements
- Participated and trained team on manual labor activities necessary to achieve daily goals

Taco Junky and Tequila Bar

Fall 2018- Fall 2019

Security Guard/Management

Boulder, CO

- Provided security services, checking identifications and dealing with a variety of customer issues
- Trained and mentored new employees on the security team

Checkmate Moving Company

Summer 2016, Summer 2017

Team Mover for Checkmate

Sedalia, CO

- Performed manual labor in moving clients in and out of homes, office buildings, apartments, etc.

LEADERSHIP AND PHILANTHROPIC ACTIVITIES:

Sigma Phi Epsilon

October 2018- October 2019

Vice President of Recruitment

Boulder, CO

- Member of the executive board providing leadership for the fraternal organization of over 120 members
- Organized a variety of events to recruit new members, building a strong basis for Sigma Phi Epsilon's Boulder chapter
- Organized fraternal community service projects to benefit the Boulder community
- Participated as a brother mentor to new members that had issues in and out of school

Balanced Man Scholarship Chair

October 2018- October 2019

Leadership Chair for the BMS scholarship

Boulder, CO

- Led the scholarship program and committee resulting in the most successful event we have had in recent years
- Communicated with a variety of Alumni from CU Boulder and Sigma Phi Epsilon to coordinate and program this event

Carlson Leadership Academy

February 2019

Executive Chair for Sigma Phi Epsilon

Woodland Hills, CA

- Communicated with Alumni from all over the country and participated in workshops
- Acted as a mentor for smaller fraternal chairs that would eventually help them grow and/or change negative culture

Balanced Man Scholarship Committee

October 2017- October 2018

Team Member of Scholarship Committee

Boulder, CO

- Reached out to future students planning to attend CU Boulder that represented the criteria for a balanced man
- Managed the interview process of the applicants and organized all events that led to presenting three scholarship finalists.

SKILLS AND INTERESTS:

Technical: Proficient user of MS Excel, Power Point, DataRobot, Social Media outlets, and Digital Media tools

Language: Educated in three years of Spanish

Interests: Investment Real Estate, Financial Analysis, Travel, Music, Sports, and Outdoor Activities

JACOB KINGSTON

Boulder, CO 80302 • jacob.kingston@colorado.edu • 858-382-7131 • <https://www.linkedin.com/in/jake-kingston-bb1a59149/>

CAREER OBJECTIVE

Highly motivated business school student seeking entry-level career opportunities in real estate development. Interested in utilizing my educational training and work experiences to positively contribute to an organization's goals and objectives, while gaining valuable industry experience. Relevant skills include:

- Excellent Communication Skills
- Self-Starter
- Multitasking
- Strong Quantitative and Analytical skills
- Attention to Detail
- Collaborative

EDUCATION

University of Colorado Boulder – Leeds School of Business **May 2021**

Bachelor of Science in Business Administration with a dual emphasis in Real Estate and Marketing

Cumulative GPA 3.0 | Real Estate Coursework GPA 3.3

- **Relevant Courses:** Principles of Real Estate, Principles of Financial Management, Real Estate Development, Real Estate Economics, Real Estate Finance and Investment, Real Estate Law, Senior Seminar in Real Estate

University of Barcelona – Study Abroad **Spring 2020**

Completed undergraduate prerequisite coursework while learning about Spain and European culture

Freshman Global Experience in Croatia **Spring 2018**

Had the opportunity to experience Croatian culture and learn about international business as a freshman in the Leeds School of Business

EXPERIENCE

Sforno Trattoria Romania, Boulder, CO **June 2019 – August 2020**

Server

- Worked as full-service waiter in a very busy restaurant typically frequented by 400 customers a day in the summer.
- Interacted with customers, familiarizing guests with menu and daily specials, accurately recording food and drink orders, presented wine to customers, running multi-course meals and correctly tallying bills
- Gained immeasurable experience in multitasking, oral and verbal communication, customer satisfaction, and conflict

Patenaude & Felix, San Diego, CA **May 2018 – August 2018**

Paralegal Intern at Professional Law Corporation

- Assisted office staff
- Reviewed outstanding documents and applications from low-income clients
- Preparing reports
- Learned how to work and act in a formal and professional office setting

The Barrel Room – Fine Dining Wine and Bistro Restaurant, San Diego, CA **February 2017 – August 2017**

Busser, Host

- Provided excellent customer service, working closely with managers to ensure that orders were filled in an efficient manner
- Gained knowledge of delicate food and wine by attending biweekly staff meetings
- Trained incoming staff regarding the restaurants procedures, culture, and practices

LEADERSHIP AND ACTIVITIES

Sigma Phi Epsilon Fraternity, Boulder, CO **Fall 2017- Present**

Member

- Volunteer activities include participation in 'Checking for Cancer', a Greek Life Hockey game, which rose over \$10,000 for cancer research
- Co-social chair – assist in organizing social events with other fraternities and sororities

CU Real Estate Club, Boulder, CO **Spring 2021**

Member

- University of Colorado club where students in the real estate community further their interest in real estate, grow their knowledge and enhance their potential
- Attend events including guest speaker presentations and networking opportunities

Poway High School, Poway, CO **September 2013 – June 2017**

Associated Student Body Executive President of Activities

- Elected Executive President of Activities as a junior
- Planned and organized activities including Homecoming in 2017 at the San Diego Air & Space Museum, which broke the school record for Homecoming ticket sales

SKILLS AND INTERESTS

- **Technical:** Highly proficient at MS Office, including Excel, Word and PowerPoint
- **Interests:** Skiing, backpacking, skateboarding and classic rock music

JESSICA BUSHELL
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Denver, CO 80237
jessica.bushell@colorado.edu
303-396-7044

EDUCATION

University of Colorado Boulder – Leeds School of Business May 2021
Bachelor of Science in Business Administration with a dual emphasis in Real Estate and Entrepreneurship Management

- GPA: 3.9
- Dean's List Fall 2017- Fall 2020

WORK EXPERIENCE

Crosbie Real Estate Group, Denver, CO Start Date: June 2021
Incoming Property Manager June 2020 - Present
Intern, Property Management Department

- Daily interaction with tenants, vendors, and property owners regarding all aspects of property operational needs.

CBRE, Denver/Boulder, CO June 2019-May 2020
Intern, Research Department

- Inventoried 175+ buildings in Boulder County to include occupied and vacant spaces, square footage, floor plans, suite layouts, etc.
- Created market area reports to show retail, industrial, and office space changes including occupancy, base rent rates, and building renovation dates
- Participated in weekly national CBRE Webinar presentations to discuss trending market topics

The Zall Company, Denver, CO June 2019-August 2019
Intern

- Assisted with searches for tenants to occupy the Emily Griffith Opportunity School including identifying potential breweries and entertainment uses
- Created tenant mix plans for several multi-use projects throughout the Denver Metro area
- Attended 2019 Las Vegas ICSC Convention and Denver Interface Real Estate Conference

Leeds School of Business, Boulder, CO Sept. 2018-July 2019
Managerial Assistant in the Office of Finance and Building Operations

- Supported building manager in daily functions to operate the Leeds School of Business building
- Assisted in the design and development of the Leeds School of Business building expansion

FirstBank, Greenwood Village, CO Oct. 2016-August 2018
Teller & New Accounts Representative

- Processed over 75 customer transactions per day to include account holder deposits and withdrawals, encoded cashier's checks, updated account information, etc.
- Opened new business and personal accounts and assisted customers with various banking needs

LEADERSHIP

Chi Omega Sorority, Boulder, CO March 2017- January 2020
Director of Career and Personal Development

- Met weekly to design and coordinate chapter events and manage alumni relationships
- Raised over \$85,000 for the Make-A-Wish Foundation to benefit children with life-threatening illnesses

SKILLS

- Currently studying for Colorado Real Estate License
- Notary Public for the State of Colorado
- Strong knowledge of Microsoft Word, Excel, and PowerPoint

John Krysa

1155 Kistler Court, Highlands Ranch, CO • john.krysa@colorado.edu • 720-635-4435

• <https://www.linkedin.com/in/john-krysa-30a26b15a/>

EDUCATION

University of Colorado Boulder – Leeds School of Business (Expected Graduation: May 2021)

Cumulative GPA 3.132

Bachelor of Science in Business Administration with a dual emphasis in Finance and Real Estate

- Pursuing a full curriculum in both Finance and Real Estate

Relevant Courses: Corporate Financial Reporting 1, Investment and Portfolio Management, Derivative Securities, Corporate Finance, Corporate Accounting, Principles of Accounting, Finance, Marketing, Management, The World of Business, Microeconomics, Macroeconomics, Data Analysis, Communication Strategy, Principles of Real Estate, and Mathematical Analysis in Business, Real Estate Finance, Real Estate Development, Real Estate Finance

Mountain Vista High School, Highlands Ranch CO (May 2017)

AP Scholar with Distinction, GPA 3.85

Notable Accomplishments:

- National Honor Society (2016, 2017)
- Spanish National Honor Society (2016, 2017)
- Varsity Letters- Football (2015, 2016) Baseball (2015, 2016, 2017)
- All Conference Honors Football (2015, 2016)
- All State Honors- Denver Post Baseball (2017)

EXPERIENCE

CU Real Estate Center, Boulder, Colorado (Remote)

Real Estate Rotational Intern, January 2021-Present

- Produced several real estate pro forma financial statements related to commercial, residential, and industrial properties
- Fulfilled various tasks related to different sectors of the real estate industry (leasing, title insurance, REIT's, lending, and brokerage)
- Researched, wrote, and delivered a presentation exploring the career and everyday obligations of a Real Estate Financial Analyst
- Connected and learned from several experts working in real estate to better understand the industry as a whole

Paragon Principal Capital, Shanghai, China (Remote)

Investor Outreach and Analyst Intern, Summer 2020

- Prepared multiple investment presentations and related pitch documents for real estate investment projects
- Created financial models using excel to illustrate the returns investors could expect on prospective investment properties
- Analyzed financial information and reports to provide accurate financial recommendations to management
- Networked with potential investors and investment firms to promote interest in properties and drive the business

LEADERSHIP AND ACTIVITIES

Pi Kappa Alpha, Boulder, CO

Recruitment President, September 2018-September 2020

- Elected by a 170-person organization to manage a budget of \$10,000
- Planned and executed events for over 500 people
- Completed over 50 hours of community service

Charitable Events, Highlands Ranch, CO

- Goodwill, Volunteer, August 2018
- Denver Rescue Mission, Volunteer, February 2017

SKILLS AND INTERESTS

- **Technical:** Proficient in Microsoft Office, CPR certified
- **Interests:** Hiking, Traveling, Fishing, Sports

Jordan Coker

(720) 545-7070 | jordanmcoker@gmail.com

EDUCATION:

University of Colorado at Boulder, Leeds School of Business

Expected May 2021

B.S. in Business Administration with Emphasis in Finance and Real Estate

Boulder, CO

- Relevant Coursework: Math Analysis in Business, Principles of Micro/Macroeconomics, Finance, Accounting, Real Estate Technology, Real Estate Economics

WORK EXPERIENCE:

Children's Hospital, Anschutz Medical Campus

June 2015- August 2015

Gift Shop Employee

Aurora, CO

- Greeted customers and assisted with location of products.
- Proper knowledge of cash and credit handling procedures.
- Stocked shelves and maintained cleanliness of both shelves and work areas.
- Managed store displays.
- Received, stored, and stocked merchandise.

Volunteer

- Received volunteer training in the pre-surgery and post-surgery Recovery Center.
- Prepared families for pediatric treatment and/or assisted in leading families to post treatment recovery rooms.

Boulder Alpha Phi

January- December 2018

Target Marketing

Boulder, CO

- Familiarized sorority with local high schools and around the Boulder community.
- Took part in events and created innovative ideas to attract potential new members.

Colorado Athletic Club, Monaco

May- August 2018

Swim Coach

Denver, CO

- Guided individual swimmers to achieve personal and team goals.
- Conducted and supervised home-meets.
- Created and implemented swim practices to refine swim technique.

ColeTaylor Commercial Real Estate and Property Management

May-August 2019

Internship

Denver, CO

- Received training and was exposed to various aspects of property management such as tenant relations, contractual services, accounting, and building operations.
- Day to day administrative duties included interfacing with tenants in person and over the phone, work order administration, contract drafting, accounts payable, insurance collection, as well as assisting in the development of the tenant relations platform.

CCS Facility Services

July-August 2020

Internship

Denver, CO

- Received priceless insight on all areas of the company, including:
 - Marketing*
 - Shadowed Director of Marketing gained an understanding of the website management, graphic design, advertising, marketing automation, and corporate video production.
 - Created published content for company's LinkedIn and News Media web page.
 - Sales*
 - Joined a Business Development Manager (Sales) training and a Salesforce (CRM) webinar.

Engineering

- Shadowed Executive Vice President of Engineering, gained an understanding of operations, legal, Union negotiations, contract review, business policies, and other business tools.

Corporate Services

- Shadowed Director of Corporate Services on all company technology advancements, including electrostatic disinfectant sprayers.
- Received GBAC Forensic Restoration Technician certificate.

Billing

- Participated in training on Accounts Payable and Accounts Receivable on all standard processes and procedures.

Operations

- Attended weekly Account Manager meetings and weekly branch team meetings.

Real Estate Senior Seminar

January-May 2021

Teaching Assistant

Boulder, CO

- Led office hour appointments to provide help with case-analysis.
- Assisted students in understanding spreadsheets where they are assigned a role within a company which is interested in investing, purchasing, or analyzing a specific property type.
- Assisted college professor with lectures, assignments, grading, and evaluation of student cases.

LEADERSHIP AND ACTIVITIES:

Children's Hospital

September 2014

Swim Team Ambassador

Aurora, CO

- Chosen by Valor Christian High School Athletic Department to represent Valor as a volunteer at The Children's Hospital, Anschutz Medical Campus.
- Organized and participated in a day filled with arts and crafts and other activities for families and children within the hospital.

DECA

September 2016

Highlands Ranch, CO

- Experienced real-world business scenarios through both role-play and written competitions.
- 5th Place at Titan Invitational, September 26th, 2016. 3rd Place at The 22nd Annual Vail Invitational, November 6-7th, 2016. 3rd Place at District Competition November 30th, 2016. Participating at the DECA Colorado State Championships, February 26-28th, 2017.

Volunteer Work

2013-Present

Denver, CO

- Participated in a variety of service opportunities.
- Volunteered at Alternative Pregnancy Center, Praying Hands Ranch, and Project Cure.
- Packed boxes of donated clothes to be shipped internationally at World Vision Distribution Center.

First Year Global Experience

March 24-31 2018

Croatia

- Traveled with The University of Colorado Leeds School of Business to Croatia to learn about entrepreneurship within Croatia.
- Met with multiple local business owners to gain knowledge from their personal experiences.
- Created a business plan to help improve a local business and presented the ideas to the owner.

SKILLS AND INTERESTS:

Skills:

- Strong knowledge of Microsoft Office
- Time Management, Communication, Self-motivation

Interests:

- Fitness- Yoga

JOSHUA HICKS

Boulder, CO 80304 • josh.hicks@colorado.edu • 720-375-1419 • www.linkedin.com/in/joshhicks

EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with a dual emphasis in Strategy and Entrepreneurship and Real Estate

Cumulative GPA 3.33

- **Relevant Courses:** Competitive Strategy, Entrepreneurial Environments, New Venture Creation, Finance & Investment Analysis, Real Estate Economics
- **Relevant Projects:** Created a prototype product and business plan following the business model canvas. Worked with two other team members on start-up using VR as a means of therapy for hospital patients and those going through recovery. Presented a business plan to a panel of investors and was selected as a winner of the new venture creation competition.

EXPERIENCE

Peaceful Places Virtual Reality (VR), Boulder, CO

January 2020 – May 2020, December 2021

Team Member

- One of three team members who refined and edited business plan, conducted in depth market research and customer surveys, presented business plan to investors and was selected as winner of Venture Creation competition
- Assisted in preparation of branding and advertising before launch of VR app on Oculus store

Office of Financial Aid – CU Boulder, Boulder, CO

September 2017 – August 2019

Financial Aid Peer

- Counsel and inform students and parents on a wide range of financial aid information regarding loans, scholarships and the steps necessary to secure financial assistance for college students
- Provided important and confidential information through thousands of interactions through both phone calls and face-to-face interactions

DOC Popcorn, Broomfield, CO

October 2015 – January 2017

Associate

- Independently ran kiosk including running the cash register, preparing popcorn, and working to increase kiosk success with customer service
- Assisted in increasing year over year sales 10-15%

LEADERSHIP AND ACTIVITIES

Phi Gamma Delta – CU Boulder, Boulder, CO

Spring 2018 - Present

Recruitment Leader

- Took part in and helped develop several philanthropic and service events each semester for the surrounding students and community
- Member of a three-person team that recruited for Fraternity Rush
- One of three committee members that recruited class of 26 for returning fraternity to CU Boulder campus

Blue Crew – Broomfield High School, Broomfield, CO

Fall 2015 - Spring 2017

Freshman Introductory Coach

- Provided academic support and mentoring for core group of freshman on a weekly basis
- Helped connect students with academic resources that pushed for their success in transition to high school

SKILLS AND INTERESTS

- **Technical:** Proficient at MS Office, including Excel (organizing, formatting, and formulating numeric data for projects/budgets), Word and PowerPoint
- **Customer Service:** Highly skilled at customer service with a combined total of thousands of hours of real-world experience gained over 6 years of work experience
- **Entrepreneurial:** Experience in start-up team working through marketing, financials, customer discovery and other business start-up requirements
- **Interests:** Hiking, hands on projects, world travel, technology

JP Robert Nolette IV

3375 Orion Dr, Colorado Springs, CO 80906 – jp.noletteiv19@gmail.com - (719) 375-9164

<https://www.linkedin.com/in/jp-nolette-5bb5a6172>

Education

University of Colorado Boulder - Leeds School of Business

May 2021

Bachelor of Science in Business Administration with an emphasis in Real Estate and Marketing

Universitat Autònoma de Barcelona

January 2020 - March 2020

Studied abroad while focusing on International Business and Cultural Communication

GPA: 3.3

Coursework includes:

The World of Business, Microeconomics, Macroeconomics, Communication Strategy, Mathematical Analysis in Business, Business Law, Business Ethics and Social Responsibility, Operational Management, Marketing, Statistical Analysis in Business, BASE (Business Core Applied Semester Experience), Finance, Accounting 1, Accounting 2, Market Research and Analytics, Marketing Buyer Behavior, Advertising and Promotion, Pricing and Distribution, Product Strategy, Principles of Real Estate, Real Estate Finance and Investments, Real Estate Development, Real Estate Economics, advanced in all Microsoft Office programs, Yardi Breeze, **Argus Enterprise**

Experience

Front Range Commercial LLC, Colorado Springs, CO

May - August 2019

Brokerage and Property Management Intern

- Learned the specialized business of buying, leasing, managing, and selling all types of commercial properties
- Negotiated several major leases and renewals, including a 10k SF restaurant space
- Sat in on all major meetings negotiating a \$6.25 million sale of a 45k SF, Class A Office building
- Worked on the accounting, including budgeting and billing, for a portfolio of over 25 properties

Seven Summits Construction, Colorado Springs, CO

January 2017 – July 2017

Apprentice

- Hands on experience in landscaping design and tenant finish work
- Shadowed management and learned all the ins and outs of commercial landscaping and small-end construction projects
- Learned how to budget projects and negotiate with Landlords and property managers
- Gained valuable experience learning how construction and landscaping go hand in hand with all types of real estate

Rose Hill Wine and Spirits, Boulder, CO

May 2020 - August 2020

Sales Associate, Assistant Manager

- Worked as a cashier and sales representative at a local liquor store
- Attained a leadership role which included closing the store and receiving orders from distributors
- Engaged closely with customers coming from all demographics

Leadership & Activities

Kappa Sigma Fraternity Vice President, Boulder, CO

December 2018 – December 2019

- Coordinate and organize all in-house events for the fraternity
- Oversaw the judicial board, philanthropy committee, social committee, and rush committee
- Directed all risk management

Pikes Peak Miners AAA Hockey Club, Colorado Springs, CO

August 2013 - May 2016

Captain

- Four-year captain of one of the best hockey programs in the State of Colorado
- Held a leadership role at a younger age while traveling the country playing hockey
- Learned and gained valuable experience in how to lead by example in both small and large groups

Springs Rescue Mission, Colorado Springs, CO

May 2016 – Present

Volunteer

- Work in the welcome center and men's shelter helping with cleaning and administrative duties
- Interact with guests and other workers while learning about how to help in the fight against homelessness

Personal Achievements

Contract in the North American Hockey League

March 2016

- Signed a contract (at age 18) to play hockey in one of the most prestigious hockey leagues in the US

Keely Twitchell
2980 E College Ave #H-17, Boulder, CO 80303
keely.twitchell@colorado.edu
310-955-0700

EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with an emphasis in Accounting and Real Estate

- Minor: Philosophy

LEADERSHIP & ACTIVITIES

Alpha Phi Omega-Gamma Theta Chapter, Boulder, CO

January 2018 – Present

Brother

- Participated in volunteer work around the campus, community, or nation weekly while also cultivating leadership skills and friendships

Executive Board- Public Relations Chair

- Ran and updated all social media platforms, made advertisements and helped plan and run recruitment during the rush season

Executive Board- Vice President

- Helped book and plan all chapter activities along with helping run chapter and executive board meetings. Worked closely with president to fill out chapter paperwork for the school and national organization and provided help to other exec members that were struggling in their position.

Executive Board- President

- Organized, planned and lead weekly chapter and executive board meetings. Filled out chapter paperwork for the school and national organization in order to ensure fraternity is up to date in records and in good standing. Made sure that the exec board stayed on top of their tasks and worked well together, along with helping them with any questions or problems they came across.

Leeds Peer to Peer Mentoring Program, Boulder, CO

August 2017 – August 2018

Mentee

- Met weekly with an upperclassman in the Leeds School of Business to discuss life on campus, areas of study, and career aspirations to help ease the transition from high school to college

Redondo Union High School Yearbook, Redondo Beach, CA

August 2013 – June 2017

Senior Editor, Photographer, Writer

- Helped design four nationally ranked yearbooks for my high school
- Dedicated 10+ hours per week to meet design deadlines while maintaining a full course-load
- Won an award at a yearbook seminar for my writing

AWARDS

Distinguished Service Key

December 2020

- This is awarded for outstanding service to an individual's chapter of Alpha Phi Omega. It is the highest honor a chapter can bestow on an individual and only given out given the individual's service is of truly outstanding nature and the committee votes unanimously in their favor.

SKILLS

- Strong knowledge of Microsoft Word, Google G Suite Program, Photoshop, InDesign, Excel and PowerPoint
- Experienced using social media platforms including Facebook and Instagram
- Background in design and writing
- Basic proficiency in Spanish

KYLE MILLER

970.379.5275



•DETAILS•

970.379.5275

kdmemail@comcast.net

•SKILLS•

Ability to Work in a Team
Strong Communication Skills
Microsoft Excel
Customer Service/Relation Skills
Direct Sales Skills
Effective Time Management
Financial Modeling Skills
Financial Reporting Skills
Pro Forma Modeling Skills

•References•

Leslie Garwood
(CEO of True Dimensions)
970-618-8351

Kevin Byford
(Owner of Aspen Bikes)
970-925-9169

•PROFILE•

Current college senior with plans to graduate in May of 2021. Passionate about the real estate and finance industries. 5+ years of experience interning in sales and real estate evaluation positions. Ambitious leader and determined goal setter in the workplace.

•EDUCATION•

Bachelor's Degree in Finance, University of Colorado at Boulder
2017-2021

Bachelor's Degree in Real Estate, University of Colorado at Boulder
2017-2021

•EMPLOYMENT HISTORY•

Real Estate Valuation Intern at True Dimensions, Aspen, CO
2015-Present

- Collected and assessed data, using laser technology, to create floor plans and square footage measurements to aid in the valuation of real estate. Communicated with many realtors in Aspen area.

- Assisted CEO and Senior Advisor with business with critical business decisions and development.

Sales Associate and Training Specialist at Aspen Bikes, Aspen, CO

2013-2020

- Worked summers assisting in finalizing sales, customer communication and leading/motivating coworkers to do their best.

- Provided insightful information to aid the business owners in pursuing new business opportunities while overseeing coworkers.

- Trained new employees.

Reservation Agent and Ski Technician at Stapleton Ski, Aspen, CO

2018-2021

- Used excellent and professional communication skills to assemble all reservations for future clients.

- Applied technical skills and knowledge to fix intricate damage to skis and snowboards.

•AWARDS/CERTIFICATIONS•

C. Welton Leadership and Perseverance Scholarship Award

- C. Welton Leadership and Perseverance Scholarship Award - Four year college scholarship given to exceptional leaders in their community

Kylie Morrison

925-953-3001 | morrisonkylie17@gmail.com | www.linkedin.com/in/kylie-morrison1

EDUCATION

University of Colorado Boulder - Leeds School of Business

May 2021

- B.S. in Business Administration: Majors in Real Estate and Management focus in Strategy & Entrepreneurship
- Certificate in Technology, Arts, and Media from Alliance for Technology, Learning and Society (ATLAS)
- **Cumulative GPA 3.50**

Relevant coursework and programs:

- *Real Estate Internship* (COVID amended program): rotational class visits with local real estate firms, completing mock projects involving leasing, title, REITs, lending & brokerage
- *Mathematical Analysis in Business*: Learned business problem solving using advanced Excel modeling
- *Management & Leadership Courses*: Critical Leadership, Competitive Strategy, and Hire & Retain Human Resources

LEADERSHIP AND INVOLVEMENT

Leeds Mentoring, Boulder, CO

Peer2Peer Mentor

June 2020 - Present

- Recommended, interviewed and selected for mentoring program to support new business students
- Completed extensive training to guide first year and transfer students entering the Leeds business school
- Meet with two mentees individually, every month to discuss goals, academics, networking, internship/job opportunities and the college transition process

Professional Mentorship Program Mentee

November 2020 - Present

- Partnered with managing broker of commercial real estate firm, TenantWisdom LLC, in Boulder, CO
- Meet regularly to discuss industry trends, networking, and career opportunities
- Join mentor in attending monthly meetings of Commercial Brokers of Boulder association to learn about commercial brokerage, property management and the local real estate industry

Young Alumni Mentors Program Mentee

September 2018 - May 2019

- Partnered with CU alumna now working in commercial real estate
- Met regularly to discuss academic plans, career aspirations and industry insights

Gamma Phi Beta Sorority, Boulder, CO

September 2017 - Present

Member, Elected Class Representative (2017, 2018, 2019 & 2020)

- Elected as class representative to lead and vote on behalf of class of approximately 110 women
- Actively engaged in Chapter committee meetings organizing recruitment activities for 200+ recruiters, as well as planning celebration activities for graduating seniors
- Very involved in volunteering and fund-raising activities for 'Girls on the Run' nonprofit organization

WORK EXPERIENCE

EUSA Academic Internship, Prague, Czech Republic

Summer 2020

- Accepted into a program for placement into a summer internship abroad. Unfortunately, the program was terminated and the internship rescinded due to COVID

Child Care Provider, Moraga, CA

(periodic) 2015 - 2019

- Provided supervision and care for two children and maintained household operations including children's doctors' appointments, everyday care, and schoolwork
- Worked for the same family periodically during the school year and 40 hours per week during the summertime

SKILLS AND INTERESTS

- **Microsoft Office**: Highly proficient in Excel, Word and PowerPoint, as well as Google Workspace
- **Adobe Software**: Skilled Adobe Photoshop, Lightroom and After Effects
- **Leadership Skills**: Highly effective leadership, communication and delegation skills
- **Critical Thinking Skills**: Excellent critical thinking, problem solving and time management skills

Kylie Provost

16 Viking Drive | Cherry Hills Village, CO | 80113
303.720.3519 | kylie.provost@colorado.edu

EDUCATION

University of Colorado

Boulder, CO | May 2021

Bachelor of Science in Real Estate
Leads Business School
GPA: 3.54

LIM College

New York, NY | August 2017-May 2018

Bachelor of Administration in Management
GPA: 3.78

WORK EXPERIENCE

Blue West Capital

Denver, CO | June 2019-January 2020

Internship

- Managed LinkedIn and Facebook social media platforms through running ad campaigns, gathering articles and creating graphics to post
- Worked on increasing traffic to company website by running a GoogleAds campaign, monitoring Google Analytics, and generating keywords for SEOs
- Entered information in APTO to help build database of potential buyers and sellers for a multitude of properties
- Assisted in data collection for OMs, including demographics, location highlights, and tenant profiles
- Sorted and digitalized due diligence materials
- Learned how to properly take pictures of properties that were being listed
- Researched environmental contamination within commercial real estate and gave a presentation to the office which included research about Phase I & Phase II environmental site assessments

David Hicks & Lampert

Denver, CO | June 2020-August 2020

Internship

- Organized prospect lists of potential tenants for a variety of different projects
- Composed cover letters and sent out emails to tenants on prospect lists along with brochures
- Sat in on negotiations between landlord and tenant to finalize a LOI
- Pulled ownership information for properties
- Accompanied brokers on site tours of properties with clients

Painted Prairie

Denver, CO | August 2020-Present

Internship

- Assisted in the creation of a multi-stage marketing plan focused on generating interest from surrounding employers to increase home sales
- Uploaded plat maps of the current development onto Google Maps through using Google Geo Data Upload
- Attended high level marketing strategy meetings focused on branding, email and social media campaigns, and event planning
- Catalogued previous marketing materials to assist in the creation of a yearly marketing report

RELATED SKILLS

Computer: Expert in Microsoft Office (Word, PowerPoint, Excel), Intermediate in Adobe Photoshop

Social Media: Expert in Social Media Platforms (Facebook, Instagram, Twitter, Snapchat, LinkedIn)

Education

University of Colorado Boulder, Leeds School of Business

Aug 2017 – May 2021 (Expected)

Bachelor of Science in Business Administration with an emphasis in Finance & Real Estate

Cumulative GPA: 3.15

- Related coursework includes: Principles of Real Estate, Principles of Finance, Financial Mathematics, Microeconomics, Macroeconomics, Data Analysis, Mathematical Analysis in Business (Excel), Principles of Accounting, Corporate Finance

Professional Experience

Jones Lang LaSalle, Denver, CO

July 2020 – Aug 2020

Capital Markets Intern (Virtual)

- Performed high-level market research showing the market share of the Denver team compared to their competitors
- Reviewed offering memorandums, decks, and financial models on a variety of deals
- Attended seminars hosted by the National Intern team on professionalism, leadership, and learning skills

Crestone Capital, Boulder, CO

May 2018 – Present

Administrative Assistant & Office Manager

- Salesforce management of client data and investment fund information
- Coordinate and schedule meetings for the Investment Research team
- Point person for maintenance, mailing, catering, supplies, equipment, bills and errands
- Responsible for training replacement office manager

Leadership and Activities

Leeds Investment & Trading Group Analyst Course, Boulder, CO

Jan 2019 – Present

Analyst

- 7-week program teaching analysts financial topics like: portfolio theory, equities, financial statements and basic economics
- Course requires analysts to go through Bloomberg course and present a stock pitch to the LIT group executives

Pillars of Wall Street, Boulder, CO

Jan 2019

Student

- Intense 2-day financial modeling training to help establish financial skills using accounting and economic concepts
- Course allowed students to become familiar with using Excel to model financial statements such as: income statements, balance sheets, and debt and cash flow statements

KeyBank Scholars and Diverse Scholars Programs, Boulder, CO

Jul 2017 – Present

- Intense 3-week study program to establish business skills using Microsoft Excel, accounting and economic concepts, and professional communication
- Attend diversity education seminars (seminars presented the importance of diversity and the true impact students of diverse backgrounds have on teams)

Delta Sigma Pi Professional Business Fraternity, Boulder, CO

Jan 2018 – Sep 2019

- Attend professional recruiting and networking events and community service events
- Responsible for meeting rigorous fraternity requirements including exams testing extensive knowledge of the Fraternity

Colorado Elite Club Basketball, Thornton, CO

May 2010 – Mar 2017

Team Captain

Skills and Competencies

- Fluent in Russian
- First-generation to attend college
- Proficient knowledge of Microsoft Word, Excel, PowerPoint, Outlook, and Salesforce

Madeline Elizabeth Deering

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www.linkedin.com/in/madelinedeering

FOCUS

Passionate about the complimentary intersection of marketing and real estate. Inspired to pair the power of building a strong brand and differentiation in the real estate industry. Inquisitive and results-oriented teammate and leader driven by achieving tangible outcomes.

STRENGTHS

- Branding effectiveness
- Collaborative leader
- Consumer research
- Drives engagement
- Advertising and promotion strategies
- Ensures accountability
- Pricing analysis
- Creative solutions
- Communicates effectively
- Experienced in writing creative briefs / memos
- Customer focused
- Social media experience (Facebook, Twitter, Instagram)
- Detail oriented
- Advanced Microsoft skills

EDUCATION

University of Colorado Boulder – Leeds School of Business

Fall 2017- Graduating May 2021

Bachelor of Science in Business Administration, Dual Major in Marketing and Real Estate

Cumulative GPA 3.7

Relevant Projects:

- **Denver Golden Triangle Redevelopment:** Identified target demographics for redeveloping 5 existing buildings into apartments; evaluated various amenity packages to cater to each market; recommended specific unit mixes per property
- **Clif Bar Proposal:** Evaluated and devised strategic recommendations to enhance brand name; conducted consumer research; evaluated driving forces behind purchasing decisions; identified opportunities to increase customer base; composed a series of memos and briefs
- **Noodles & Company Team Project:** Positively created a strategic market plan aligning with the Noodles corporate strategy and branding; conducted thorough market data to develop strategic new entrees; problem solved to create strategic marketing plan for new entrées; designed website layout and content featuring new entrées

Relevant Courses: Principles of Real Estate, Real Estate Finance, Real Estate Economics, Real Estate Law, Buyer Behavior, Product Strategy, Advertising and Promotion, Marketing Research and Analytics, Pricing and Channels of Distribution, Principles of Marketing, Becoming a Leader, Communication Strategy, Principles of Organizational Behavior, Information and Analytics, World of Business

Mountain Vista High School, Highlands Ranch, CO

August 2013- May 2017

High Honors- for earning 3.75+ for 8 consecutive terms; Cumulative GPA 3.9+

National Honor Society

EXPERIENCE

Spectrum | Mobile Product Analyst Intern

Greenwood Village, CO | Summer 2020

- Completed competitive research analysis and analytics on Spectrum's demographics versus the industry to identify underperforming opportunities; created Augmented/Virtual Reality landscape brief for senior leadership to identify new growth opportunities

South Suburban Park and Recreation Center | Customer Service Representative

Littleton, CO | Summer 2019

- Supported the smooth operations of South Suburban using resourceful problem solving, time management, customer focus, strong communication, and levered strong customer centric skills

Highlands Ranch Community Association | Tennis Service Representative **Highlands Ranch, CO | August 2016- March 2017**

- Meticulously maintained the facility schedule/registration/communication processes for the Tennis Pavilion using attentive customer service, communicating concisely, mediating positive conflict resolution, all while keeping customer focused

Terry Boyle Tennis, Assistant Tennis Instructor

Greenwood Village, CO | Summer 2016

- Enthusiastically supported the development of tennis skills by planning, delivering instruction, monitoring process, providing feedback, instilled overall enthusiasm for sport in children ranging from K-8th

LEADERSHIP & AWARDS

Safehouse Progressive Alliance for Non-Violence | Volunteer

Boulder, CO | Fall 2017- Present

- Coordinated fundraising for Boulder Safehouse; orchestrated volunteers for sorting /organizing supplies and donations

CU Boulder Deans List - 3.6+ GPA for 8 consecutive terms

Marissa Wroten

1555 Broadway Unit #127, CO 80302 • Marissa.Wroten@colorado.edu • 303-907-2719 • www.linkedin.com/in/marissawroten - 836773172

EDUCATION

University of Colorado at Boulder – Leeds School of Business **August 2018**

Bachelor of Science in Business Administration with an emphasis in Finance and Real Estate

- **Relevant Courses: Finance Investments, Finance Derivatives, Real Estate Finance, Real Estate Tech**

San Diego State University, San Diego, California

Fall 2017

Coursework toward Business Administration at the Fowler College of Business

LEADERSHIP AND ACTIVITIES

DECA, Highlands Ranch, Colorado Fall 2014-May 2017

- Competed in business scenarios for all branches of business and positions. Used critical thinking skills to develop solutions on the spot as to how I would present a proposal for the given situation.
- Written business proposal that consisted of 11-30 pages when given a business problem. required high amount of creativity and innovation to set the content apart from competitors.

Women in Business, Boulder, Colorado

Spring 2019-Present

VP of Corporate Relations Executive Board

- Coordinate with corporate sponsors and receive funds through University of Colorado Leeds Council

Mentoring Program Boulder, Colorado

September 2018-Present

Mentee

- Building mentor relationships with business professionals to be guided in bettering my skills and allow for future connections

Women in Business Conference at Bloomberg San Francisco, California

November 2019

Attendee

- Accepted to attend an exclusive event focused on networking, building your own personal brand and hearing from a professional panel of women in the Bloomberg company.

EXPERIENCE

Audrey Janes Pizza Garage, Boulder, Colorado

January 2019-Present

Crew Member

- Provide excellent customer service to guests throughout their entire order experience
- Recognize acknowledge and remember frequent customers names and orders
- Efficient and accurate completion of transactions for customers
- Maintain a safe, orderly work environment to create customers meals set by the manager

Airworx Cinema, Boulder, Colorado

May 2019-August 2019

Intern

- Scout for prospective clients to do business with
- Coordinate with current clients for present and future projects
- Responsible for proofreading proposals and using creativity to build on them

Experimac, San Diego, Colorado

January 2018- May 2018

Marketing

- Manage social media platforms to execute advertisement strategies for the company's products and services Participated in local and San Diego State University events to exhibit products, explain services, and promote brand recognition of Experimac

ADDITIONAL INFORMATION

- DECA Nationals 2016-2017
- American Sign Language conversational
- Proficient in Microsoft Excel

Mia Elaine Bufalino

303-877-7888 | Boulder, CO | Mia.Bufalino@colorado.edu

Summary of Qualifications

- Real Estate and Marketing double major undergraduate student
 - Former Member of CU American Marketing Association (AMA); the club consisted of weekly meetings where members learn about how to market themselves and their accomplishments, as well as how to improve their professional network.
 - Freshmen Global Experience (FGX) in Dublin; international study experience on Irish culture and business.
 - Dean's Lists: Fall 2017, Spring 2018, Fall 2019, Fall 2020
-

Education

University of Colorado Boulder – Leeds School of Business

- Bachelor of Science, Business Administration, Real Estate and Marketing Major. Expected graduation May 2021, 3.6 GPA, 3.85 Marketing GPA and 3.67 Real Estate GPA

IES Abroad – Dublin, Ireland, Spring 2020

- University electives and Irish studies

Relevant Coursework

- Real Estate Finance, Marketing Research and Analytics, Business and Real Estate Law, Business Ethics, Real Estate Technology, Macro/Microeconomics, Principles of Finance, Accounting I and II.
 - B-COR Applied Semester Experience; Utilized excel in conjunction with courses previously completed in finance, accounting, and marketing to partake in business projects. The class worked with multiple different companies, including Justin's Nut Butter, Noodles and Company and Rachio and applied course materials to real-life business decisions
-

Professional Experience

University of Colorado Boulder – Leeds School of Business, January 2021 – Present

Teaching Assistant

- Providing Professor Goren and students technology support during virtual classes as well as aiding students with questions about course material and course structure.

Griffis Residential, June 2020 – August 2020

Intern

- Executed daily support for current residents as well as prospective tenants.
- Presented to the Board of Directors on potential expansions and refinement of business operations while addressing probable solutions to problems facing the company.

Savvy On Pearl, February 2019 – August 2019

Sales Associate

- Successful sales associate with excellent customer service skills

Landmark Western, June 2017 – August 2017

Broker's Assistant

- Aided a broker in showing properties, provided digital marketing support, consulted broker on market opportunities.
-

Volunteer Work, Skills/Achievements

- **Rustic Pathways, Morocco.** Volunteered to help with the process of painting a local school for a group of Moroccan children living in the Atlas Mountains, and developed lesson plans for the local children.
- **Every Creature Counts, Volunteer/Adoption Aid.** Led in the caretaking of adoptable animals and informed the customers with helpful tips before adopting.
- Experienced in Microsoft Office Suite
- Developed an informal business selling artwork
- Interpersonal and customer service skills, adaptability, flexibility and problem solver

Michael Rutledge Resume

741 18thth Street, Boulder, CO 80302 Miru8862@colorado.edu 970-396-1356

EDUCATION

University of Colorado at Boulder – Leeds School of Business

May 2021

Majoring in Business Finance and Real Estate

Cumulative GPA: 3.0.

- **Relevant Courses:** Real Estate Internship, Business Senior Seminar in Finance & Real Estate, Real Estate Finance and Investment Analysis, Business Communication, Mathematical Analysis in Business, Microeconomics, Macroeconomics, Principles of Accounting Two, Corporate Finance, Investment and portfolio Management, Derivative Securities, Real Estate Development, Real Estate Economics, and Principles of Real Estate.

HONORS AND AWARDS

- **Scholarships:** Seay Foundation, CU-Boulder Outstanding-Student, Hiram C Gardner, Edgren Foundation, and Bright Futures.

LEADERSHIP

Jimmy V Foundation Philanthropy, Boulder, Colorado

Spring 2019

Philanthropy board member

- A Philanthropy to help raise awareness and collect donations for future cancer research.
- Directly responsible for \$1,600 of \$16,000 final donation total.

Greeley Stampede, Greeley, Colorado

Summer 2015-2019

Wrangler's Assistant

- I was a Stampede volunteer serving in various positions including parking, picking up after the events, and delivering beverages to concession stands.

Special Olympics, Weld County, Colorado

Fall 2013- 2016

Mentor/Unified partner

- I assisted special needs children and adults weekly to improve their swimming abilities and comfort level in the water.
- I supported the swimmers in a competitive swim meet held in partnership with the community.

EXPERIENCE

CU Boulder recreation center, Boulder, Colorado

Fall 2020- Present

Facility Supervisor

- I facilitate all the departments within the CU Boulder Recreation center, aiding with facility problems and provide safety measures. I am the first line of defense with any issues, concerns, or questions that may occur.

CU Boulder Rec Lifeguard, Boulder, Colorado

Summer 2018- Present

Head Lifeguard

- As a head guard, my responsibilities were conducting bi-weekly meetings, making and changing the work schedule, and ensuring the safety of patrons and employees.

Saint Michael's Pool/Eagle Ridge Pool, Greeley, Colorado

Summer 2014-2018

Assistant Manager

- Controlled the safety and environmental standards of the pool and safeguarded the members and their children. Responsible for maintenance, chemical levels, and general pool management.

USSF Grade 8 Referee

2013-present

- Interacted with players from numerous countries with different cultures, speaking different languages, and facilitated the safe gameplay to everyone involved.

SKILLS

- Knowledge in Excel and PowerPoint.

ADDITIONAL INFORMATION

- CPR/first aid and lifeguard certified
- Three sport four-year varsity Athlete
- Sports include soccer, basketball, and swimming.
- First team all-state soccer team and state swimming qualifier
- Team Captain – soccer team and swim team

Michael Partrick

5903 Zang court, Arvada, CO, 80004 • michaelpartrick07@gmail.com • 303-868-5883

EDUCATION

Arvada West High School

High school diploma with a GPA of 3.9

University of Colorado Boulder – Leeds School of Business

August 2017-May 2021

Pursuing a Bachelor's degree in Science-Business with a double emphasis in Finance and Real Estate

Cumulative GPA is 3.54 | Dean's List: Fall 2019, Spring 2020, Fall 2020

- **Relevant Courses:** Corporate Financial Reporting 1, Investment and Portfolio Management, Corporate Finance, Fundamentals of Financial Analysis, Financial Derivatives, Principles of Real Estate, Real Estate Economics, Real Estate Finance, Real Estate Law, Real Estate Development

FINANCE AND REAL ESTATE INVOLVEMENT

Leeds Investment and Trading Group (LIT), Boulder, CO

Fall 2019-Present

Member

- Generate stock recommendations for portfolios by analyzing and discussing current market events and financial news
- Attend weekly meetings

CU Real Estate Club, Boulder, CO

Fall 2019

Member

- Attend weekly meetings to explore and discuss the real estate industry and network with industry professionals
- Host guest speakers from local real estate firms to present to members at the meetings and help students explore potential job opportunities in the real estate industry

WORK EXPERIENCE

Rolling Hills Country Club, Golden, CO

Summer 2015- Fall 2018

Tennis coach and facility supervisor

- Prepared facility in the mornings to host tennis lessons through the day
- Instructed players of all skill levels on how to improve their game
- Maintained a fun and safe environment for all guests
- Closed facility at night and helped clean up the facility and store all equipment in its proper location

University of Colorado Boulder Recreation Center, Boulder, CO

Fall 2018- Spring 2020

Weight room attendant

- Open/closed the rec center to ensure the building and all equipment is properly set up
- Overlooked the main weight room to promote a safe environment
- Cleaned designated equipment and machines in order to maintain a clean gym with safe equipment
- CPR certified

Fleming CFO, Boulder, CO

Spring 2020- Fall 2020

Intern

- Fleming CFO is a local consulting organization that provides services for startup medical device and pharmaceutical companies.
- My role was to assist companies with their financial statements, financial pro formas, accounting, research, and help with any project companies needed assistance with
- Fleming's purpose is to handle start up medical device and pharmaceutical companies financing, forecasting, accounting, and fundraising so that the companies can focus on their products and their science

EXTRACURRICULAR ACTIVITIES AND LEADERSHIP

Intramural Sports Boulder, CO

- Participant on four intramural sports teams: tennis, soccer, dodgeball, and flag football

Leadership Arvada West High School, Arvada, CO

- Team captain of Arvada West's Tennis and Swim teams
- Earned a varsity letter in tennis, wrestling, track, and swimming in High School

Community Service

- Throughout High School and College I have volunteered in various community service activities

SKILLS AND INTERESTS

- **Technical Skills:** Highly proficient at Excel, Word, PowerPoint, and financial calculations
- **Personal Skills:** Organization, time management, and communication
- **Interests:** Skiing, powerlifting, tennis, wrestling, chess, fishing, hunting, hiking, backpacking, and traveling

Michael Ryan

1538 75th Street
Boulder, Colorado, 80303
Michael.c.ryan@colorado.edu
(720)771-3099

Education

University of Colorado Boulder – Leeds School of Business *May 2021*
B.S. in Business Administration with an emphasis in Finance and Real Estate

Fairview High School *May 2017*
High School
Member of the Cross Country and Lacrosse teams.
Volunteered at the Community Food Share.

Experience

Charlene Rosenblatt, Boulder, CO *May 2020 - July 2020*
Broker Assistant

- Help with marketing and emailing clients
- Assisting with opening and preparing properties

Mortenson Construction, Denver, CO *June 2019 – August 2019*
Laborer

- Worked on multiple large construction sites around the Denver Area.
- Organized materials and inventory at sites.
- Kept track of the inflow of materials into the sites.

Michael and Matt Handy Men, Boulder, CO *May 2018 - August 2018*
Co-Founder, Handy man

- Put up flyers and put an add on an app that connected us to people around Boulder.
- Did many different jobs from painting houses, helping people move, and weeding.
- Got tons of business and had to outsource friends for help.

Jones Carpenter Handy Man Services, Boulder, CO *June 2017 – August 2018*
Landscaper

- Lots of work with my hands weeding, digging, laying concrete, and using power tools.
- I have learned practical problem-solving in this role.

YMCA, Lafayette, CO *May 2016 - July 2016*
Lacrosse & Flag Football Coach

- Teach kids the basics of lacrosse with another coach.
- Teach kids basics for flag football and referee the games.
- This job helped me develop my people skills dealing with children, parents and coaches.

Leadership & Activities

Michael and Matt Handy Men, Boulder, CO *May 2018 - August 2018*
Co-Founder

- Scheduled jobs for friends to do over the summer. Also connected them to customers.

Skills

- Strong knowledge of Microsoft Word, Excel and PowerPoint
- Experienced using social media platforms including Facebook, Instagram, and Snapchat

Miles Joersz

709 18th Street, Boulder, CO 80302 · mijo3099@colorado.edu · 970-390-9839 · <https://www.linkedin.com/in/miles-joersz-63339917b/>

EDUCATION

University of Colorado at Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with an emphasis in Management and Real Estate

Cumulative GPA 3.05

- **Relevant Projects:** Business Math Analytics including development of v-look up pivot tables tools to facilitate data analysis. Real Estate Society Case Competitions including weekly projects presented to university board members, administration, and external real estate professionals
- **Relevant Courses:** Math Analysis, Statistics, Marketing, Microeconomics, Macroeconomics, Finance, Business Operations, Organizational Behavior, Information Management, Accounting, Principles of Real Estate, Entrepreneurial Finance

LEADERSHIP, HONORS AND AWARDS

- Academics - Honors at Battle Mountain High School 2015-2017 GPA 4.0
- Soccer - First Team All-State Colorado 4a 2017, Battle Mountain High School Team Captain 2015-2017
- Basketball All-Conference 4a Colorado Basketball 2017, Battle Mountain High School Team Captain 2015-2017
- Golf – Battle Mountain High School Team Captain 2015-2017

Future Business Leaders of America, Edwards, CO

Fall 2013-Spring 2017

Leading Activities Officer

- Organized weekly activities for members, Participated in National events in Washington D.C. and New York City to develop and strengthen business leadership skills members from across the United States

Alpha Sigma Phi, Boulder, CO

Fall 2018-Spring 2019

2018 Pledge Class President

- Daily management of members including managing behavior, adherence to standards of participation and requirements related to, dues, philanthropy, community service, house chores, attending chapter meetings, and any other duties that help benefit the chapters progress. Successfully completed term and transfer to new leadership with no financial, social, or legal issues

EXPERIENCE

Northwestern Mutual, Lakewood, CO

Summer 2020

Intern as College Financial Representative

- Responsibilities included calling potential clients, creating financial plans, scheduling with clients and full-time advisors, and attending developmental informational meetings. Gave financial advice to educate clients on the importance of financial security, Investments, Budgeting, Retirement, Life Insurance, Disability Income Insurance, and Long-Term Care Insurance.
- Acquired Life Insurance License, Disability Income Insurance License, Long-Term Care License, and completed Northwestern Mutual courses and Language Exams.

Satcom Resources, Eagle-Vail, CO

Summer 2019

Intern as Marketing Team Staff

- Related responsibilities included assisting the sales team with customer records management and ongoing customer relations, inventory and pricing record management, attending management meetings (including C-Suite executives) and assisting with related marketing team follow-ups
- Assisted with the transition of the firm's website platform including development of Excel tool to validate the transfer integrity of over nine thousand different products and their updated pricing

Production Metals, Eagle-Vail, CO

Winter 2018

Marketing Team Staff

- Responsibilities included marketing calls to identify and refer potential clients to the corporate sales team located in Monroe, Connecticut. Assisting Chief Financial Officer with the development of media messages, strategies, and related deliverables. Assumed responsibilities for managing specific tasks and actions related to these key marketing presentations

ADDITIONAL INFORMATION

- Computer Skills- Microsoft Word 2010 Microsoft Office 2016 PowerPoint 2010 Adobe Photoshop 2010 Google Drive
- Intrapersonal Skills- Well Developed Conflict Resolution, Adaptability, Teamwork, Skills Over the Phone Language
- Activities & Interests- Golf, snowboarding, physical fitness, application development, St Louis Cardinals, Blues, Broncos
- Volunteering- Epic Promise Organization

MILLER CASSANDRA MALONE

Boulder, CO • miller.malone@colorado.edu • 615-686-38239 • www.linkedin.com/in/millermalone

EDUCATION

University of Colorado Boulder – Leeds School of Business **May 2021**

Bachelor of Science in Business Administration with a dual emphasis in Real Estate and Marketing

- **Relevant Courses:** Real Estate Finance & Investments, Marketing Research and Analytics, Pricing & Channels of Distribution, Real Estate Technology, Buyer Behavior
- **Relevant Project:** Applied Semester Experience (BASE) –Worked with three successful real-world companies to gain insight on their successes and failures and gain applicable business knowledge

University of Barcelona – Study Abroad Program **Jan 2020 – May 2020**

REAL ESTATE EXPERIENCE

Cornell International Real Estate Case Competition, International **Oct 2020 – Nov 2020**

Team Leader

- Enrolled in an extra club with the purpose of having a hands-on opportunity to apply real estate fundamentals to a case competition
- Analyzed a commercial real estate property transaction
- Presented to a panel of judges who are real estate executives representing top companies in the industry

MARKETING EXPERIENCE

Double Diamond Marketing, Nashville, TN **Summer 2020**

Marketing & Communications Intern

- Spearheaded brand development for multiple clients including website design
- Learned and mastered WordPress and Formstack, data management software, in order to track and increase customer traffic on client's websites
- Developed new social media campaigns on Adobe photoshop by created and executed targeted ads and content for consumers

Hapa Sushi and Sake Bar, Boulder, CO **May 2019 - present**

Point Hostess

- Create and plan daily schedules with OpenTable, restaurant specific software, to ensure every customer has proper and planned seating arrangements
- Answer on average 80 phone calls per shift by addressing customer's orders, solving unforeseen problems, and helping answer basic inquires
- Communicate continually with kitchen staff, serving staff, and customers to maintain a high-end dining experience
- Advise and train new employees on restaurant policies and procedures

University Memorial Center, Boulder, CO **Sep 2017 - Dec 2019**

Student Assistant

- Fostered an excellent work relationship with an array of coworkers from all different backgrounds to help facilitate the inclusiveness of everyone
- Developed a new method of organizing the food stations to help create a faster and more efficient system for students
- Provided assistance at multiple different food stations during peak times
- Assist with cleaning, closing, and stocking each station to ensure a clean workplace

LEADERSHIP AND ACTIVITIES

Professional Mentor Program (PMP), Boulder, CO **Aug 2019-Present**

Member

- Generate stock recommendations for portfolios by analyzing and discussing current market events and financial news
- Participated in a 10-week educational program to develop financial literacy and study key investment strategies

Alpha Phi, Boulder, CO **Aug 2017- Dec 2019**

Member

- Volunteered in major fundraising events that in one year alone raised over \$68,000, recognizing our chapter as highest earning chapter nationally
- Aided in the recruitment process to help maximize the number of returning members
- Utilized weekly meetings to find friendships that help empower and uplift me

SKILLS AND INTERESTS

- **Technical:** Proficient at Excel, Word, and PowerPoint; Certifications:
- **Interests:** International traveling, skiing, mindfulness, real estate, and concerts

MOLLY E. GALLOWAY

962 Pleasant Street, Boulder, CO 80302 • molly.galloway@colorado.edu • 303-717-0347

EDUCATION

University of Colorado Boulder – Leeds School of Business

Anticipated Graduation: May 2022

Bachelor of Science in Business Administration with dual emphasis in Finance and Real Estate and Minor in Leadership Studies

Cumulative GPA: **3.55 / 4.0**

- **Honors and Awards:** Dean's List – Fall '18, PAC-12 Honor Roll – Spring '20, Athletic Director's Honor Roll – Fall '19, '20 & Spring '19, '20
- **Relevant Courses:** Principles of Real Estate, Corporate Finance, Corporate Financial Reporting, Economics, Public Speaking

WORK EXPERIENCE

Danone North America: Finance Intern, Broomfield, CO

Summer 2020

- Dedicated 40+ hours per week as a member of the Strategic Growth Channels team and the Coffee House Creations team.
- Improved system processes to increase efficiency in the data platform utilized by the finance department.
- Researched and analyzed best practices to maximize profitability in a product line resulting in cost savings of approximately \$9MM.

Girls Who Invest: Online Summer Intensive Program, Denver, CO

Summer 2020

- Selected to participate in an organization that is curated for rising juniors and seeks to empower females within the finance industry.
- 10+ hours per week commitment of enhancing finance skillset.
- Received certificates from the CFA Institute and Wall Street Prep.

Nanny, Denver, CO

Summers 2018 – 2019

- Responsible for supervising the safety and welfare of four children aged 14, 12, 10 and 4.
- Planned, organized and executed engaging activities that appealed to children of differing ages and interests.

LEADERSHIP AND ACTIVITIES

University of Colorado Varsity Lacrosse Team, Boulder, CO

October 2018 – Present

NCAA Division I Student Athlete - Goalie

- Understand the complexities associated with teams; effectively communicate and interact with many different personalities; serve as a role model focusing on sportsmanship and projecting a positive image.
- Manage full academic course load while traveling, training, practicing and analyzing film in excess of 30 hours per week.
- "Walk On" varsity athlete who earned spot on travel team in addition to lettering as one of eleven freshmen.

Leeds Student Government, Boulder, CO

November 2018 – December 2019

Representative

- Attend weekly meetings and allocate budget of \$30,000 to fund various student clubs and activities.
- As Task Lead, liaised with local companies to organize a four day-long event known as "Wellness Week" an initiative that seeks to relieve student stress prior to final examinations.

Women in Finance Forum, Boulder, CO

August 2019 – Present

Founding Member

- Organize educational panel discussions featuring leading women in finance to explore potential career paths.
- Fostered an inclusive environment for women to exchange ideas and feel empowered to succeed in the finance industry.

CUnited, Boulder, CO

May 2020 – Present

Founding Member

- Chosen as the team representative for an Athletic Department committee to address social and racial injustices facing student-athletes.
- Helped CU Women's Lacrosse Team achieve 100% voter registration.
- Weekly meetings to organize voting initiatives, guest speakers and serve as a platform for students to come forward to discuss uncomfortable situations.

Leeds Investment Banking Club, Boulder, CO

December 2019 – Present

Member

- Selected for invitation only club focused on educating members on pertinent topics related to investment banking and the recruiting process.
- Expanding professional network through connecting with alumni who work on Wall Street at premiere investment banks.
- Focused on learning fundamental accounting, financial valuation techniques, and soft skills necessary to succeed in investment banking.

Bolder Buffs, Boulder, CO

August 2019 – Present

Representative

- 35+ student-athlete organization involving biweekly meetings to brain-storm ways to end mental health stigmas.
- Engage in training to assist fellow teammates and other athletes during times of difficulty.

Kappa Kappa Gamma, Boulder, CO

August 2018 – Present

Co-Director of Chapter Finances

- Oversee an \$800,000 annual budget and allocate funds to 11+ committees within KKG sorority.
- Create, explain, issue, and collect bills from 400+ chapter members
- Liaison to member's parents for communication regarding dues.

INTERESTS AND ADDITIONAL INFORMATION

- Arapahoe High School – Senior Class President.
- Passionate skier since the age of three, avid lover of professional Colorado sports teams, listener of finance and comedy podcasts, Instacart driver during holiday breaks, and 33rd student to maintain the family legacy and receive a degree from CU Boulder.

Nathan Baker
1138 Grandview Ave Boulder, CO 80302
Bakernathan15@gmail.com
310-855-4960

Motivated, creative thinking college student seeking a job where I prove my ability to add value to your company.

EDUCATION

University of Colorado Boulder - Leeds School of Business May 2021
Bachelor of Science in Business Administration with an emphasis in Finance and Real Estate with a minor in Communications.

- Coursework includes projection analysis on real estate housing trends in different cities across America and creating and using existing underwriting models for transactions and development

West High School Torrance, CA June 2017

- Contributed to the Let's Give non-profit to provide empowerment, confidence, and happiness to less fortunate Los Angeles high-school students

EXPERIENCE

Turnstone Capital Management Group Gardena, CA May 2019- August 2019

Intern - Apartment Acquisitions

- Fluently used excel underwriting model for acquisition of residential apartments and houses
- Built relations with city workers to procure the permits as quickly and efficiently as possible
- Actively contributed about future implementations in property manager and construction progress meetings
- Called brokers from LA, Phoenix, Houston creating opportunities for future acquisitions

Boulder Country Club Boulder, CO June 2018 - August 2018

Member Relations

- Customer service, process orders, and adjust to customer needs and wants
- Worked in a team to organize inventory to optimize sales

ACTIVITIES / COMMUNITY SERVICE

Real Estate Case Competition Boulder, CO September 2020- Present

Member

- Participant in two Real Estate Case Competitions (Cornell and Basecom)
- Created a feasibility study for "investors" for how to develop a building. (Commercial and Residential)

University of Colorado Men's Water Polo Club Boulder, CO September 2018- Present

Member

- Daily practices to work on different strategies

Sigma Phi Epsilon Fraternity Boulder, CO February 2018 - Present

- On the Judicial Board of the Inter Fraternal Council.

Nicholas Abate

nicholas.abate@gmail.com | (850) 716-9211 | 2855 Springdale Lane, Boulder, CO 80302

Education

University of Colorado Boulder – Leeds School of Business

Boulder, CO

- *B. S. in Business Administration with a Dual Emphasis in Finance and Real Estate* *Expected May 2021*
- Cumulative GPA: 3.800 | Business GPA: 3.776 | Dean's List
- Relevant Coursework: Investment Banking Seminar, Principles of Real Estate, Real Estate Economics, Financial & Investment Analysis, Financial Derivatives, Investment & Portfolio Management, Corporate Finance, and Corporate Accounting

Work Experience

Woodbourne Investment Management LLC.

Boulder, CO

Real Estate Private Equity Intern

September 2020 – November 2020

- Assisted in underwriting and due diligence on acquisitions opportunities for luxury apartment and condominium properties.
- Created financial models for new and existing assets, including rent variance, cash flow projections, and price per square foot (PSF) estimates.
- Performed market and property level research across various geographic regions of Canada.
- Compiled rent survey data on competitors to better maximize revenue in our holding properties.
- Worked closely with analysts and associates in creating documentation for partners and potential investors.

Xcel Energy Inc.

Denver, CO

Finance Intern

May 2019 – August 2019

- Prepared financial reports assessing monthly budgets, adhering to the \$800 million annual budget and division expense ratios.
- Acquired, compiled, and made trends of data from a variety of sources to assist with month-end financial reports.
- Worked alongside team members to recommend solutions to the different divisions the sector oversees.
- Utilized MS Office and various business systems to support organizational strategic planning, performance management, and process improvement to ensure the financial security of the various divisions.

Leadership and Extracurricular Activities

Acacia International Fraternity

Boulder, CO

Treasurer

December 2018 – January 2020

- Managed the financial condition and assumed fiduciary responsibility of a mid-sized, social fraternity.
- Handled a \$160,000 annual budget and allocated funds to various fraternity events including philanthropies, house maintenance, and social events.
- Utilized Microsoft Excel to track cash outflows and inflows, set budgets for all fraternity delegations, and produce financial statements.
- Collaborated with the Acacia Headquarters to provide updates on chapter financials and to approve future budgets and dues.

Secretary

September 2018 – December 2018

- Recorded meeting minutes with accuracy and fullness and kept up correspondence to various entities.
- Created a chapter calendar to organize and manage fraternity events while notifying the general chapter one week prior of event dates.
- Developed an undergraduate and alumni directory including email addresses, phone numbers, hometown, and current addresses.

Leeds School of Business, Investment Banking Club

Boulder, CO

Member

January 2019 – January 2020

- Application based club aimed at educating members on pertinent topics to the investment banking recruiting process.
- Completed Q&A sessions with various alumni of the industry.
- Focused on learning fundamental accounting, financial valuation techniques, and soft skills necessary to succeed in an investment banking analyst role.

Leeds School of Business, Real Estate Club

Boulder, CO

Member

August 2018 – Present

- Attend meetings to gain a strong understanding of the industry through presentation by industry experts.
- Network and communicate with successful real estate agents and investors.

Discovery Canyon Campus, DECA

Colorado Springs, CO

State-Qualifier

August 2016 – March 2017

- Competed in marketing and financial competitions through role play scenarios.
- Chosen to compete in DECA State, along with ten other classmates from Discovery Canyon.

Discovery Canyon Campus, Debate Club

Colorado Springs, CO

Congress

August 2016 – December 2016

- Competed regionally against numerous schools in the district.
- Enhanced public speaking and verbal communication skills.
- Developed the ability to present ideas clearly and concisely and to assess written and oral arguments.

Skills, Interests, and Additional Information

- **Technical Skills:** Proficient in Microsoft Office – Word, PowerPoint, Outlook, Excel (modeling, pivot tables, index/match)
- **International Experience:** Lived abroad in London (2010-2015) and Germany (2003-2005)
- **Interests:** Golfing, Skiing, Swimming, Traveling

Nicholas Walford

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PO Box 5125, Breckenridge, CO 80424
<https://www.linkedin.com/in/nicholas-walford>

Education

University of Colorado Boulder – Leeds School of Business Boulder, CO *Expected May 2021*

B. S. in Business Administration with an Emphasis Real Estate Finance

Leeds GPA: 3.808 | Dean's List

- Relevant Coursework: Principles of Real Estate (RE), RE Economics, RE Technology, Cost Management, Corporate Financial Reporting I & II, RE Internship, and Senior Seminar in RE.

Colorado Mountain College Breckenridge, CO *May 2019*

Associate of Arts in Business

GPA: 4.0 | Dean's List

- Relevant Coursework: Accounting I and II, Intro to Business, Microeconomics, and Macroeconomics.

Work Experience

Kingdom Court, LLC Breckenridge, CO *March 2016 – Present*

On-Site Property Manager

- Kingdom Court is a single-family manufactured home community in Breckenridge Colorado with 31 units.
- Job roles include screening of new residents, sales of new homes, resolution of neighbor conflicts, property management, and water system maintenance.

CorSanitas Inc. Boulder, CO *January 2019 – Present*

Business Development/ Accounting

- CorSanitas is a health care start-up focused on diagnostic heart health screening and lifestyle coaching. Application of Doppler/ultrasound Sonograms used to examine the Carotid Artery for plaque deposits is the primary technical function used by the company.
- Job roles include proforma accounting, general office tasks, document production, and internal technology development.

Terex Energy Corp./ NW Partners, LLC Broomfield, CO *December 2015 - January 2019*

Land Associate/ Business Development

- Terex Energy is managed and operated by NW Partners as an oil and gas company with assets located in Wyoming and Nebraska. The company also has a focus on carbon capture and sequestration from coal fired power plates.
- Job roles include production of business documents for stock sales and presentations, land management tasks, oil field labor, production reporting, production tax form generation, and other general office tasks.

Sill-TerHar Motors Inc. Broomfield, CO *April 2006 - December 2015*

Bankruptcy Lending/ Internet Sales Manager

- Sill-TerHar has been in business for over 55 years.
- This was a commission only job.
- Job roles during time of employment included automotive sales, internet sales manager, bankruptcy lending specialist, and Lincoln delivery manager.

Skills, Interests, and Additional Information

Leeds School of Business, Real Estate Club *Member 2020 – Present*

- Attend meetings to gain a strong understanding of the industry through presentation by industry experts.
- Network and communicate with successful real estate professionals and investors.

▪ **Technical Skills:** Proficient in Microsoft Office (Word, PowerPoint, Outlook, Excel -modeling, pivot tables, index/match) and ARGUS. Certified as Ford Master Sales and Finance.

▪ **Interests:** Skiing, Traveling, and my Dogs.

Nicholas Mayo

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EDUCATION:

University of Colorado at Boulder, Leeds School of Business

Expected May 2021
Boulder, CO

B.S. in Business Administration with an Emphasis in Operations Management

B.S. in Business Administration with an Emphasis in Business Real Estate

GPA 3.00 | Dean's list Spring 2018

- Relevant Coursework: Supply Chain Management, Decision Analytics, and Project Management

WORK EXPERIENCE:

Deputy Synthes

June 2019 to August 2019

Intern *Hartford, CT*

- Helped set up medical sets for cases
- Transferred sets between St. Francis Hospital and Hartford Hospital
- Helped conduct a cadaver lab at Yale University

Tailored Medical Management

June 2019 to August 2019

Business Manager *New York, NY*

- Helped develop marketing strategies
- Recruited practices to refer patients to the surgeon I worked for
- Helped prepare presentations by analyzing and reviewing data

Chestnut Oak Associates

June 2020 to August 2020

Intern *Somers, CT*

- Helped figure out finances and expenses for renovating rental properties
- Fixed-up a rental property by installing new floors, painting, and working on the electrical system

LEADERSHIP AND ACTIVITIES:

Alpha Kappa Lambda Fraternity

May 2017 to December 2018

Academic Chair (Member since 2017) *Boulder, CO*

- Helped brothers raise and maintain their GPA upon entering the fraternity
- Often organized study hours and presented strategies for brothers to improve their grades

Environmental Club

September 2016 to May 2017

Leader *Suffield, CT*

- Organized fundraisers in order to raise money for environmental causes
- Conducted meetings for the club
- Led the initiative to remove plastic cup use throughout the school

SKILLS AND INTERESTS:

Technical: Experienced in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Data Robot, Zoom, and Google Drive

Language: Conversational knowledge of the Spanish language

Interests: I enjoy participating in philanthropic events conducted on or near the University of Colorado and I have been volunteering around my hometown since I was young. I am also interested in sports, and while I was in high school, I was a three-sport varsity athlete. While in college I often attended sporting events and competed on an intramural flag football team. I also enjoy playing guitar and bass and I have been playing both for over seven years.

Nikolina Jugovic

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720-496-6821 | www.linkedin.com/in/nikolina-jugovic

EDUCATION University of Colorado Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with emphases in Finance and Real Estate

- Coursework includes: Real Estate Finance and Investments, Finance and Real Estate Seminars, Sociology, Accounting II, Marketing, Communication Strategy, First Global Experience- Berlin

EXPERIENCE

The Coloradan, Denver, CO

May 2020 – August 2020

Receptionist/ Service Coordinator

- Assisting and communicating with residents, contractors, and visitors while upholding and enforcing COVID policies
- Assisting general manager, working with realtors and potential residents
- Auditing and managing resident packages and keys,

Unibell Financial, Lakewood, CO

May 2017 – August 2019

Receptionist/ Media Assistant

- Answer phone calls and communicating with clients, vendors, and lenders
- Assisting Sr. Mortgage Broker in organizational, technical, and office maintenance duties that exposed me to the real estate field
- Contributing to the design of the company's website and began to create and assist in developing employee's social media platforms which enhanced my tech

Global Internship, Milan, Italy

May 2020 – July 2020

Business Management Intern

- Program postponed due to COVID
- Planned 8-week internship in Milan working for local business, with cultural immersion, career coaching, and international business training program

LEADERSHIP & ACTIVITIES

CU Real Estate Club, Boulder, CO

September 2019 – Present

Club Member

- Discuss and practice real life cases regarding commercial real estate properties and introducing basic real estate skills
- Developed and enhanced presentation, financial, and analytical skills through case studying application
- Meet 3 hours a week to enhance knowledge about current real estate market as well as its progressions

ADDITIONAL SKILLS & INFORMATION

- Strong knowledge of Microsoft Word, Excel, Outlook and PowerPoint
- Highly experienced in using social media platforms including Facebook, Twitter and Instagram as marketing platforms
- High scoring on cultural and emotional intelligence
- Bilingual in English and Serbo-Croatian
- Working towards Colorado Real Estate license, to be completed in May of 2021

RACHEL HOPFENBERG

[HTTPS://WWW.LINKEDIN.COM/IN/RACHEL-HOPFENBERG](https://www.linkedin.com/in/rachel-hopfenberg)

(407) 797-0143 rachel.hopfenberg@colorado.edu Boulder, Colorado, 80302

WORK EXPERIENCE

SERVICE EXPERIENCE REPRESENTATIVE

Nordstrom, Boulder, CO January 2021-Present

- Assisted in driving store volume and enhancing the customer experience overall. Demonstrated an expertise in all technologies used in the store environment, as well as openness to change and learn new technologies quickly
- Built positive relationships with the team throughout the store to attain trust and influence behaviors to achieve desired results. I also diffused customer situations and provided resolutions in a timely and effective manner.

SOCIAL MEDIA MARKETING INTERN

The Pao App, Remote November 2020-Present

- Pao is an app that lets you share and discover the most amazing hidden gems around the world. From hikes to restaurants, bars, shops, art galleries, and hotels, Pao shows you the coolest spots and gives you all the information you need to get there.
- Upload spots on the app as well as work with interns to complete tasks weekly
- Help come up with new features and provide feedback
- Recruiting new users to join the app

MARKETING INTERN

PCL Construction Services, Inc., Orlando FL May 2019 - August 2019

- Strategized and developed proposals and presentations for major construction projects for Disney, Universal, and the Orlando Magic
- Created templates and resumes as well as project sheets for the company to utilize for years to come
- Developed social media platform material
- Attended SMPS (Society for Marketing Professional Services) meetings
- Delivered presentation upon conclusion of internship

MARKETING INTERN

The Nassal Company, Orlando FL May 2018 – August 2018

- Developed proposals and presentations for the themed entertainment industry
- Created rolling slide show for the company to utilize in the lobby as first impression upon guest arrival
- Assisted with event planning and social media efforts

STUDENT TEACHING INTERN

Park Maitland School, Orlando FL Match 2016

- Shadowed and helped teach a kindergarten class with 15 students at a private elementary school

EXTRACURRICULAR ACTIVITIES

AMERICAN MARKETING ASSOCIATION - CU

Vice President of Public Relations September 2019 - Present

- Run the social media accounts (i.e. Instagram, Facebook, LinkedIn)
- Create engaging marketing materials to promote the internal operations of the chapter
- Manage the PR Committee

KAPPA KAPPA GAMMA BETA MU - CU

- Participated in Event and Philanthropy Committees
- Spearheaded efforts to raise money for Reading is Fundamental and a philanthropy of choice. In the past we have raised money for the American Heart Foundation, Nick Bales BTR Foundation, Samantha Remington Angel Heart Foundation, and more.
- Assisted with PR efforts

EDUCATION

UNIVERSITY OF COLORADO BOULDER- LEEDS SCHOOL OF BUSINESS

May 2021

Bachelor of Science in Business with a dual emphasis in Marketing and Real Estate, Minor is Leadership Studies

FLORIDA STATE UNIVERSITY

Summer & Fall 2017

GPA: 3.7

RELEVANT COURSEWORK

Honors Statistical Analysis, Micro & Macroeconomics, Principles of Finance & Accounting, Buyer Behavior, Marketing Research and Analytics, Product Strategy, Advertising & Promotion Management, Pricing & Channels of Distribution, Principles of Real Estate, Real Estate Technology, Real Estate Economics, Real Estate Law

AWARDS

DEAN'S LIST

Florida State University

SKILLS

Microsoft Office
Google Drive
Salesforce
InDesign
InCopy
Deltex
Social Advertising
Social Media
Leadership

Reid Ervin

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EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2022

Bachelor of Science in Business Administration with a dual emphasis in Real Estate and Entrepreneurship

Cumulative GPA 3.46

Relevant Course Work: Real Estate Finance, Real Estate Economics

Familiar with Argus

Knowledgeable in Excel

EXPERIENCE

Owner & Operator, Reid's Gutter and Yard Service, Denver, CO

May 2019-Present

- Created marketing campaigns using social media, print and word of mouth referrals resulting in a thriving small business that exceeded revenue expectations.
- Responsible for operation and management of company including equipment management, business development and scheduling.
- Recruited, trained and managed team members for day to day operations.
- Incorporated drone technology to identify the existing condition of the work increasing efficiency.
- Partnered with Excel Roofing to provide my services to commercial housing units.
- Expanded business operations by 346% from year one to year two with over 50 clients.
- Utilized the online platform Nextdoor to receive referrals cutting my marketing cost to zero.

Team Supervisor, Clearwater Direct Marketing Solutions, Denver, CO

September 2017-January 2018

- Distributed products to customers and consumers throughout metro Denver.
- Responsible for warehouse logistics and distribution of fine art and marketing materials.
- Managed team members to complete a variety of tasks.

Crew Leader, KP Concrete, Denver, CO

May 2017-August 2018

- Quality focused team player with a proven ability to work independently while maintaining high levels of productivity and customer satisfaction.
- Consistently assumed additional responsibilities and worked extended hours to meet project deadlines.
- Worked effectively in a physically demanding, fast-paced, and challenging environment.
- Carried out all job requirements quickly while managing a crew of laborers to keep jobs on schedule and budget.

RELEVANT CLUBS/LEADERSHIP

Real Estate Club, University of Colorado Boulder

September 2019-Present

- Director of Marketing within Real Estate Club
- Network and learn from leaders in the industry
- Communicate and market club to fellow students

Professional Mentorship Program, Leeds School of Business

September 2019-Present

- Network and build relationship with industry professionals
- Set goals and collaborate on how best to achieve those goals

Tyler Nicole Emmett

1021 12th Street, Boulder CO 80302

Tyler.Emmett@colorado.edu 949.306.4170

OBJECTIVE

Seeking a job opportunity upon graduation in either corporate finance or commercial real estate that will both utilize and develop my analytical and communication skills acquired from my previous work and educational experiences.

EDUCATION

UNIVERSITY OF COLORADO BOULDER, LEEDS SCHOOL OF BUSINESS

Boulder, CO

Bachelor of Science in Business Administration

May 2021

Majors in Finance and Real Estate

- Cumulative GPA: 3.2
- Relevant Courses: Corporate Finance, Portfolio Management, Accounting, Real Estate, Economics, Business Ethics and Law, Marketing, Operations, Microsoft Excel, Statistical Analysis, & Communication

WORK EXPERIENCE

INSIGHT INVESTMENTS, LLC

Costa Mesa, CA

Finance and Accounting Intern

June 2020 - August 2020

Funding Intern

December 2020 – January 2021

- Updating the Ledger: Gained experience using Microsoft Dynamics GP (Great Plains) to publish journal entries as I received them daily from members of the accounting team.
- Updating Insurance Log: Responsible for connecting with insurers daily to request proof of current technology insurance leased by our mutual clients and updating the master insurance log as I receive them.

PACIFIC PREMIER BANK

Irvine, CA

Marketing Intern

June 2019 - August 2019

- Quality Control: Completed daily social media reviews, company website tests, and ad publication monitoring.
- Media Exposure: Analyzed follower interaction with company social media posts across a variety of platforms to better estimate when posts should be publicized in order to gain more exposure with potential consumers.
- Project Management: Created master project plans for multiple events and monitored team member progress to ensure that deadlines were being met.

NORDSTROM

Mission Viejo, CA

Sales Representative

May 2018 - August 2018

- Used communication and sales skills to assist customers in finding and selecting items that fit their style and needs.
- Maintained accurate and attractive merchandise displays, which ensured strategic placement of products in order to maximize purchases.
- Fulfilled online orders and stocked, replenished, and organized inventories with accuracy and efficiency.
- Dedicated to both reaching and surpassing daily sales goals.

ROMANO CUCINA

Laguna Hills, CA

Hostess and Waitress

June 2015 - August 2017

- Collaborated with servers and managers for an efficient rotation of customers throughout the shift.
- Provided excellent customer service in a busy, fast-paced environment.
- Trained multiple new employees for hostess, busboy, and waitress positions.

LEADERSHIP & ACTIVITIES

KAPPA KAPPA GAMMA SORORITY

Boulder, CO

Sister

August 2017 - February 2018

- Dedicated 4 hours per week to attend chapter meetings and philanthropy, campus, community, and volunteer events.

SKILLS

- Skilled command of Microsoft Office applications including Word, Outlook, Excel, and PowerPoint.
- Experience using social media platforms including Facebook, Twitter, Snapchat, Instagram, and LinkedIn.
- Experience using financial software programs including Microsoft Dynamics GP (Great Plains) and Argus.

Robert Rose

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EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with a dual emphasis in Real Estate and Entrepreneurship

- **Relevant Courses:** Principles of Real Estate, Competitive Strategy, Principles of Accounting II, Critical Leadership Skills, Real Estate Finance, Entrepreneurial Finance, Real Estate Economics, Real Estate Law, New Venture Creation

EXPERIENCE

Four Star Realty and Property Management, Boulder, CO

Leasing Agent, Fall 2019

- Performed property showings for prospective residents and lead them through the next steps of the leasing process
- Create guest cards and follow up with prospects via phone, text, and email
- Create weekly/monthly leasing reports and provide exceptional customer service

California State Parks, Ventura, CA

California State Lifeguard and Lifeguard Instructor, Summer 2016, 2017, 2018, 2019

- Supervised the beaches of Ventura, managed and supported tower guards, and enforced beach regulations
- Facilitated Training of 110 junior lifeguards during daily workouts and ocean safety lessons
- Developed educational talks for 310 Junior Lifeguards, explaining marine debris, shock, and bleeding control

Sherwin Williams, Boulder, CO

Sales Associate, Spring 2019

- Assisted Customers in person and over the phone by determining needs and presenting appropriate products and services
- Ensured all sales transactions were completed accurately, maintained accurate work order files and formulas
- Customer service skills, including problem solving and handling customer complaints

Huizenga Tile, Brick, and Stone, Ventura, CA

Masonry Contractors Assistant, Summer 2018, 2019

- Designed and scheduled daily operations to ensure a smooth and effective work flow
- Equipped and organized materials needed for project completion
- Implemented strategies to eliminate product waste

LEADERSHIP AND ACTIVITIES

Leeds Mentoring Program, Boulder, CO

Peer 2 Peer Mentor, September 2019-Present

- Utilize leadership skills and personal experience to mentor four college students during their transition into the Leeds School of Business

Sigma Alpha Epsilon, Boulder, CO

Eminent Recorder, December 2018- December 2020

- Elected by a 180 man organization to maintain accurate and consistent fraternity records, create executive and chapter meeting agenda and minutes
- Coordinated with the national fraternity and maintaining an accurate roster on excel of 180 members
- Consistent input with the executive team to ensure all operations of the fraternity run smoothly

Paddy Murphy Fundraiser, Boulder, CO

Sigma Alpha Epsilon Philanthropy, Spring 2019

- Volunteered to help fundraising and organizing of a very large philanthropy
- Created a go fund me account for our chosen organization, created ways for people to learn more about it, raised over \$15,000 for Arrive in Kenya

SKILLS AND INTERESTS

- **Technical:** Proficient at Excel, Word and PowerPoint
- **Interests:** Skiing, Sports Management, Surfing, Fashion

Ryan Spallone

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www.linkedin.com/in/ryan-spallone-2021

EDUCATION

University of Colorado at Boulder – Leeds School of Business, Boulder, CO Expected Graduation Date: May 2021

*Bachelor of Science in Business Administration with dual emphasis in Real Estate & Entrepreneurship
Minor in Space*

Cumulative GPA: 3.924/4.00, Dean's List for 8 semesters

Expected to Graduate with High Academic Honors

EXPERIENCE

Northwestern Mutual, Denver, CO April 2019- Present

Financial Planning Intern

- Participated in client-facing planning meetings and companywide workshops which focused on long-term wealth management
- Exposed to various investment vehicles through participation in collaborative team meetings, consisting of procurement of financial data, development of comprehensive models, and thorough analysis of the results presented to the client.
- Successfully engaged in new customer acquisition tactics by building relationships directly with qualified prospective clients.
- Leveraged Hearsay Systems social media tool to engage with and grow the current client base on various social media platforms, averaging four new clients on a monthly basis, bringing an average of \$25,000-\$50,000 in investable assets on a per-client basis.

A Precious Child, Broomfield, CO Summer 2018

Event Coordinator Intern

- Planned, organized, and executed various fundraising events, raising more than \$1,000,000 in donations.
- Supported the planning and execution of a fundraising golf tournament and developed mini games throughout the tournament to drive donations, including having local golf professionals hit a participant's tee shot in exchange for a donation.
- Personally obtained \$10,000 worth in donations for fundraising events from businesses in the Denver-Metro area.
- Participated in the intake, processing, and organization of donations in preparation for events and distribution to local families.

The Rusty Bucket Restaurant and Tavern, Thornton, CO June 2017- August 2019

Line Cook

- Effectively communicated with team members to provide excellent customer service, while maintaining high culinary standards.
- Actively supported kitchen staff by switching stations to assist with high order volumes.
- Demonstrated and encouraged positive collaboration while working long hours in a fast-paced environment.
- Carefully attended to up to thirty or more dishes at once during high volume dinner service shifts.

DCB Construction Inc., Denver, CO May 2017- September 2017

Office Assistant

- Coordinated, relayed, and responded to phone, fax and email communications for the executive office staff.
- Managed and actively updated the office digital filing system, consisting of company tax documents, insurance licenses, and contractual obligations with various sub-contracting companies.
- Actively organized, stocked, and maintained common areas such as the break room, conference rooms, and supply room.
- Scheduled meetings with clients and sub-contractors and directed all visitors upon arrival.

Hyland Hills Hockey Association, Westminster, CO September 2016- Present

Competitive Youth Hockey Coach

- Teach ice hockey skills, tactics, and techniques to a group of 25 middle school hockey players.
- Developed dynamic training programs that encourage a healthy lifestyle, as well as player development catered to each individual.
- Logistically organize the team travel arrangements for games played in various destinations across the Midwest

SKILLS/RELEVANT COURSEWORK

Certifications/Technical Skills: Proficient in Data Processing Programs: R Studio & DataRobot, ARGUS Software Certified, Life & Health Insurance License, Experience with Advanced Real Estate Modeling in Excel, American Sign Language.

Course Work: Breadth of knowledge across multiple business disciplines with a concentrated focus in Real Estate, Finance, Entrepreneurial Start-ups, and Business Strategy in the Leeds School of Business at the University of Colorado Boulder.

ACTIVITIES AND AWARDS

Beta Gamma Sigma International Business Honor Society Member May 2020
Collegiate Honor Society Member December 2019
Colorado Allergy and Asthma Scholarship Recipient August 2017

Ryan Pine Kelly

Current address: 1104 University Rd. Boulder, CO 80302

Permanent address: 140 Seville Rd. West Palm Beach, FL 33405

Phone: 561-254-4225 Email: Ryanpinekelly@gmail.com

PROFESSIONAL EXPERIENCE

Frankel Realty (Internship)

Palm Beach Gardens, FL | June-July 2017

- Worked at Azure, luxury condominiums under construction (completed 2018)
- Attended construction development and planning meetings with general contractor
- Interfaced with new residents, helping management with new tenant issues

Janssen Construction (General labor employee)

Palm Beach, FL | June 2018/19 – July 2018/19

- Contributed in building specific machinery and furniture at various construction sites
- Transported large items to their destinations
- Attended meetings and phone calls with homeowners in which we presented updates on their home's current development

Wheelhouse Group (Internship)

Stamford, CT | July- August 2020

- Assisted in the initial screening of private investment opportunities in the consumer growth space
 - Joined the senior team on calls regarding the management and maintenance of existing portfolio companies
 - Assisted in excel work related to the pro forma
 - Led potential investors and tenants on tours of the company's new, state of the art commercial real estate development.
 - Assisted in excel modeling related to the pro forma of the company's real estate project, and participated in conversations around creative financings including a potential sale-leaseback.
-

EDUCATION

University of Colorado

Leeds School of Business | Boulder, CO | May 2021

- Bachelor of Science in Business | **Overall GPA: 3.38 / 4.00** | **Business GPA: 3.425/4.00**
- Dual Major : Finance and Real Estate

The Benjamin School

Palm Beach Gardens, FL | May 2017

- GPA: 3.75/4.00
 - The Benjamin Buccaneer Award: Awarded for outstanding athletic and academic achievement over four years
 - Varsity lacrosse 3 years (Captain Senior year)
 - Excellence in Economics Award (Junior year)
-

Skills

Microsoft Excel | Argus

Interests

Golf | Snowboarding | Fishing | The New York Mets

RYAN M. SPITZER

ryan.spitzer@me.com • (805) 905-9086 • www.linkedin.com/in/ryan-spitzer/

EDUCATION

UNIVERSITY OF COLORADO, Boulder, CO

Graduating 2021

- Current GPA: 3.10
 - Majoring in Finance and Real Estate in the Leeds School of Business
-

PROFESSIONAL EXPERIENCE

Rosetta Hall

Server

2020-Present

- Warmly greet guests, anticipate needs, and remain available throughout the dining experience
- Worked closely with co-workers to ensure the shift goes as planned
- Prioritize and coordinate execution of tasks accordingly

24Hour Fitness

Sales Advisor Intern

May – August 2018

- Built community ties using company provided tools and programs
- Created new business internally and externally through promotions
- Effectively and professionally enrolled new members using 24 Hour Fitness sales techniques

Microaccounting, Richardson, TX

2016 – 2017

Office support

- Data entry, answered client calls, and miscellaneous administrative duties.

Raising Canes, Dallas, TX

2015 – 2016

Associate

- Explain menu options, operate cash register, and assist with preparing orders
 - Interact with customers in a friendly and professional manner
-

LEADERSHIP & EXTRACURRICULAR

Sigma Pi Fraternity, Boulder, CO

Active Brother

2017– Present

Vice President – 2019

- Prepared and maintained chapter, constitution, and bylaws.
- Oversaw all committees like social, community service, recruitment, philanthropy, etc

Young Men's Service League, Dallas, TX

2014 – 2017

Community Volunteer

- Volunteered at local charities that included the food bank, retirement homes, shelters, and Buddy League
-

SKILLS & INTERESTS

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint and Outlook)
- Experienced using social media platforms including Facebook, Twitter and Instagram
- Completed 3-Day Argus Enterprise course
- Completed 2-Day Advanced Real Estate Excel modeling course

Samuel Blackburn

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EDUCATION

University of Colorado at Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with an emphasis in both Finance and Real Estate

Cumulative GPA: 3.4

- **Relevant Courses:** Corporate Financial Reporting 1, Corporate Financial Reporting 2, Corporate Finance, Investment and Portfolio Analysis, Real Estate Finance, Real Estate Economics, Principles of Real Estate, and Real Estate Law

EXPERIENCE

Yardi Systems, Centennial, CO

June 2019 - August 2019

Sales and Marketing Intern

- Performed discovery calls and outreach to prospective clients to find new sales opportunities
- Developed the skill set and knowledge to effectively setup and demonstrate the Yardi Breeze product
- Researched and qualified 75+ potential client accounts within CRM software
- Conducted competitive research and analysis on the company's primary competitors
- Executed an email marketing campaign that was sent to over 7,500 property management companies
- Presented our findings and success stories to Yardi senior level management and executives

Western Construction & Maintenance, Denver, CO

May 2018 - August 2018

Project Manager

- Managed crew of up to 6-10 members for maintenance and landscaping projects
- Met with clients to discuss project outlines, deadlines, and weekly check-ups
- Scheduled future projects
- Worked alongside crew and helped with roofing, landscaping, and other general labor efforts

Western Construction & Maintenance, Denver, CO

May 2017 - August 2017

Laborer

- Assisted in the building and assembly of roofs
- Inspected and setup multiple job sites daily
- Conducted general labor including restoration, landscaping, and clean ups
- Operated various machinery

LEADERSHIP

University of Colorado at Boulder, Boulder, CO

Fall 2018 - Spring 2019

Kappa Sigma Fraternity Academic Chair

- Held weekly study tables for newly initiated members
- Paired new members with juniors/ seniors with similar areas of emphasis to help answer any academic questions
- Ensured the minimum GPA was being upheld by each member of the fraternity

Rock Canyon High School, Highlands Ranch, CO

Fall 2015 - Spring 2017

Link Crew Member

- Responsible for helping a small group of incoming freshmen find their way around the high school
- Answered any questions regarding classes, sports, classroom locations, Etc.

Rock Canyon High School, Highlands Ranch, CO

Fall 2015 - Spring 2017

National Honors Society member

SKILLS

- Strong Knowledge of Microsoft Excel (Financial Modeling, Cash Flows, Pivot Tables, Etc.), Word, and PowerPoint.
- Strong Knowledge of ARGUS

Samantha Staudenmayer

303-968-9292 | Samantha.Staudenmayer@colorado.edu | www.linkedin.com/in/samantha-staudenmayer

EDUCATION:

University of Colorado at Boulder, Leeds School of Business, Boulder, CO

Expected May 2021

GPA: 3.48

B.S. in Business Administration with an Emphasis in Finance and Real Estate

- **Relevant Coursework:** Corporate Finance, Corporate Financial Reporting, Investment and Portfolio Management, Real Estate Finance and Investment Analysis, Seminar in Investment Banking

Universidad Pablo de Olavide, Seville, Spain

January 2020 - March 2020

- **Relevant Coursework:** International Finance, Spanish Conversation Advanced Level, International Human Resources

WORK EXPERIENCE:

True North, Louisville, CO

October 2020 - Present

Intern

- Build out Excel spreadsheets that include Statements of Cash Flows, Profit and Loss Statements, Asset and Liability Schedules, and performance metrics for international companies
- Engage with an algorithmic trading system through technical analysis through the identification of levels where previous support and resistance have been represented, understanding macroeconomic trends and trendlines of the market, reading RSI (Relative Strength Index), analyzing the simple moving average, and researching price trends
- Investigate current portfolio allocations and adjust Excel spreadsheets to represent changes to the client's accounts and research potential stocks to then buy, sell, purchases calls, or purchase puts

Waddell and Reed Financial Advisory, Longmont, CO

June 2019 - August 2019

Intern

- Engaged in the creation of 10 financial plans using the platform eMoney by inputting data with client's cash flows, analyzing what if scenarios and interpreting Monte Carlo scenario results
- Shadowed initial client conversations, data reviews, plan developments, and subsequent strategy and implementation meetings for over a dozen households
- Interacted with software systems including eMoney Financial Planning Software, Morningstar Office, Redtail CRM, and Docupace paperwork management

LEADERSHIP AND ACTIVITIES:

Student Ambassador, Boulder, CO

January 2018 - Present

Ambassador

- Lead tours of 20-30 prospective students and parents weekly and answer any questions through personal experiences and school facts
- Participate in special events that occur throughout the semester welcoming around 200 prospective students each session and 7,000 in total

Delta Sigma Pi, Boulder, CO

January 2018 - January 2020

Active Brother

- Participated in weekly organizational meetings, volunteered through unique service events, strengthened professionalism through business networking events, and developed leadership skills through planning and organizing events

Leeds Ambassador, Boulder, CO

January 2018 - Present

Ambassador

- Conduct informational tours for prospective Leeds students and their families weekly and engage via Zoom
- Engage in Leeds Launch and Leeds Preview Day welcoming and introducing 700 students to the school of business

Residencia (Senior Living Center), Seville, Spain

January 2020 – March 2020

Volunteer

- Engaged with 20 senior residents entirely in Spanish through informational lectures about Spanish and international holidays, crafts, and mentally stimulation games that emphasized memory

SKILLS AND INTERESTS:

Technical: Experienced user of Microsoft Office including Excel, Word, and PowerPoint

Interests:

- Strong love for music and concerts specifically the 80s

SAMUEL FIELD LILLIBRIDGE

Thornton, Colorado • 719-235-3219 • samlillibridge51@gmail.com • www.linkedin.com/in/samlillibridge

SUMMARY

Highly motivated December 2021 graduate of CU Boulder Leeds School of Business seeking to start business career in a position utilizing my strong collegiate academic success and United States Marine Corps training and leadership skills. Interested in leveraging business coursework knowledge and training with proven leadership skills to positively contribute to an organization's corporate or department objectives, while gaining valuable industry experience.

SKILLS

- Mentoring, Coaching & Advising
- Project Development & Mgmt.
- Leadership & Supervisory Experience
- Interpersonal Communication skills
- Attention to Detail
- Qualitative & Quantitative Analytic skills
- Conflict Resolution
- Goal Assessment & Monitoring
- Negotiating Sales, Contracts & Disputes

EDUCATION

University of Colorado Boulder – Leeds School of Business **December 2021**
Bachelor of Science in Business Administration with an emphasis in Real Estate
Cumulative GPA 3.81
Relevant Courses: Corporate Finance, Real Estate Finance & Investment, Real Estate Economics, Real Estate Law, Real Estate Technology, Real Estate Development

Orange Coast College, Costa Mesa, CA **May 2014**
Associate of Arts degree in Liberal Arts
Athletics: Team member of the OCC Pirate's intercollegiate men's crew team from 2011 to 2014

WORK EXPERIENCE

United States Marine Corps, Camp Pendleton, California

Marksmanship Instructor: Sergeant of Marines **December 2016 to March 2019**

- Coached thousands of government personnel with an overall success rate of 95%
- Consulted officials, compiled research/data and facilitated training on a daily basis.
- Implemented new training arrangements to maximize learning potential while focusing on participation and student feedback.

Team Leader (Supervisor) **March 2015 to March 2019**

- Performed functions such as inventory, ordering supplies and completing required reports on time.
- Planned and supervised the installation of new office equipment, increasing overall efficiency.
- Mentored personnel and provided professional and personal guidance whenever needed.

Foundational Work Experience:

- **Davey's Locker Sportfishing**, Newport Beach, CA – United States Coast Guard Certified Deckhand
- **Hill's Boat Service**, Newport Beach, CA – Petroleum Transfer Specialist & Maintenance Technician

HONORS & AWARDS

Marine Corps Good Conduct Medal **March 2018**
• Awarded for maintaining the highest standards for the duration of contract

Global War on Terrorism Service Medal **November 2016**
• Awarded for deploying during anti-terrorism operation

SKILLS & INTERESTS

Collegiate Athletics: Intercollegiate rowing – bronze medal at the Head of the Charles Regatta in Boston, MA.

Computer Software Programs: Highly proficient in MS Office, including Word, Excel and PowerPoint

Certifications: Certificate in Argus (*Fall 2021*), real estate management software

Interests: Family/Hiking/Climbing– recently climbed pike's peak

Simon Reed

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EDUCATION

University of Colorado at Boulder – Leeds School of Business **Expected Graduation: May 2021**

Bachelor of Science in Business Administration with an emphasis in **Finance and Real Estate**

Cumulative GPA: 3.57 | Business GPA: 3.66

Relevant Courses: *Investment and Portfolio Analysis, Communication Strategy, Derivative Securities, Real Estate Economics, Corporate Financial Reporting, Real Estate Investments, Accounting I & II, Senior Seminars in Finance and Real Estate*

Arapahoe Community College (Littleton, Colorado)

August 2015 - May 2017

Dual Enrollment while in High School, Coursework toward Bachelor's in Business Administration

Cumulative GPA: 4.0

HONORS AND AWARDS

- XCEL Scholarship Recipient Fall 2017
- CU Esteemed Scholars Baker Recipient
- AP Scholar with Distinction: Enrolled in college with 16 AP Credits (average advanced test score of 4.0)
- Dean's List All Semesters

EXPERIENCE

UniHill Property Management (Boulder, Colorado)

October 2019 - Present

Leasing Consultant

- Responsible for leasing inquiries, touring homes, and guiding potential lessees through the approval process
- Facilitated meaningful resident interaction during the year and spearheaded marketing of properties

Trinity Property Consultants (Denver, Colorado)

June 2020 – August 2020

Real Estate Intern

- Completed 10-week rotational internship centered around multi-family finance, leasing, and operations
- Pioneered leasing, tenant relationships, and operational finance of a 200-unit high-rise property
- Gained insight into multi-family investment strategy and acquisition budgeting

Mortensen Property Management (Colorado Springs, Colorado)

Summers 2016 - 2019

Assistant to Property Manager

- Ensured smooth daily operations by being first point of contact with tenants and addressing all unit issues
- Created listings for available units, showed units to potential tenants, and created leases for complex
- Upkept units and grounds including painting, patching walls, carpet work, cleaning, and landscaping

Nipro Optics (Irvine, California)

Summers 2013 - 2015

Receptionist

- Answered company calls, greeted clients, filed entry paperwork, completed organization of computer system and office

LEADERSHIP AND INVOLVEMENT

CU Real Estate Club (Boulder, Colorado)

August 2018 – Present

- Active member participating in club meetings, networking events, and career development activities

DECA Castle View High School Chapter (Castle Rock, Colorado)

August 2014 – May 2017

Vice President and Treasurer (Member since Fall 2014)

- Elected Vice President of DECA business club Junior and Senior year of high school
- Lead and created agenda for all chapter meetings, made budget decisions for travel competitions, planned all chapter fundraising events (t-shirt and butter braid sales raised over \$10,000), and delegated tasks to supporting officers
- Kept an accurate record of all funds from school store, planned and budgeted all DECA competition events, responsible for \$20,000 dollars a year in club funds

CVG2 Environmental Club (Castle Rock, Colorado)

August 2016 – May 2017

Treasurer

- Kept an accurate record of all club funds and budgeted for future events (responsible for ~ \$5,000)

SKILLS

- Proficient in Microsoft (Excel, Word, PowerPoint), Adobe Suite, Property Management Software (Entrata, Yardi)
- English (Fluent), Spanish (Basic)

INTERESTS/ACTIVITIES

- Track and Field | Mountain Biking | Environmental Activism | Real Estate Investment | Photography | Sailing | Surfing

SOLOMON STARK

1133 Pleasant Street #112, Boulder, CO 80302 • solomon.stark@colorado.edu • 303-888-0002

EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with a dual emphasis in Finance and Real Estate

Cumulative GPA 3.3 – Deans List Spring of 2020

- **Relevant Courses:** Corporate Financial Reporting, Principles of Financial Management, Information Management and Analytics, Principles of Real Estate, Real Estate Economics, Real Estate Development, Real Estate Finance and Investments
- **Relevant Projects:** Self storage feasibility study, Study on the future of the hospitality industry

EXPERIENCE

Flower Child, Boulder, CO

June 2020 - Present

Server

- Work front of house client service, improving customer service and professional communication skills
- Clean and organize tables as needed while multitasking and managing needs of the restaurant in an efficient manner, further developing time management and problem-solving skills

RDM Communications, Boulder, CO

Summer 2019

Internship

- Conducted research to find potential foundations and B-Corp organizations (certified social and environmental responsible companies) to sponsor and/or donate to RDM's fundraiser promoting non-profit clients
- Attended meetings with foundation directors, informing and persuading them to sponsor the clients
- Formulated initial social media campaign and content regarding mental health in college for RDM's website

North County, Denver, CO

Summer 2017 and 2018

Expeditor/Busser

- Maintained efficiency in a fast-paced restaurant by ensuring proper food preparation, clear communication, and accurate food delivery
- Provided an excellent overall dining experience by delivering exceptional customer service

LEADERSHIP AND ACTIVITIES

CU Real Estate Club, Boulder, CO

April 2020 - Present

Member

- Member of Leeds Real Estate Club, participating in educational events, networking and career development activities

CU Startup Club, Boulder, CO

February 2020 - Present

Member

- Exploring entrepreneurial endeavors, creating pitches, and networking with peers, mentors, and professionals

Leeds Investment and Trading Group (LIT), Boulder, CO

October 2019 - Present

Member

- Generate stock recommendations for portfolios by analyzing and discussing current market events and financial news
- Participated in a 10-week educational program to develop financial literacy and study key investment strategies

Alpha Epsilon Pi Fraternity, Boulder, CO

January 2018 – August 2018

Philanthropy Chair

- Planned and executed a successful fundraising week with sister sorority during "Pi Week" including bake sales and fun activities

BBYO, Denver, CO

April 2016 – April 2017

Regional Secretary/Treasurer

- Increased member engagement and participation via managing communication through the Rocky Mountain Region (New Mexico, Colorado, Wyoming)
- Planned and executed fundraisers for BBYO and designated charity, accurately accounted for all financial transactions

SKILLS AND INTERESTS

- **Technical:** Proficient at Argus Enterprise, Microsoft Excel, Word, and PowerPoint
- **Interests:** Snowboarding, hiking, golfing, and cooking

Sophia Eigo

961 Pleasant Street, Boulder, CO, 80302 (214) 562-5029 Sophia.Eigo33@gmail.com

CAREER OBJECTIVE

Diligent Finance/Real Estate Major and Sociology minor currently attending University of Colorado Boulder, with 2+ years of work experience. Aiming to leverage a proven knowledge of customer satisfaction, interpersonal skills and conflict resolution skills to successfully fill the financial position at your company. Frequently praised as hard-working and determined by my peers, I can be relied upon to help your company achieve its goals.

EDUCATION

UNIVERSITY OF COLORADO BOULDER

Boulder, CO

Bachelor of Science-Business (B.S.) Finance, Real Estate, Sociology Candidate (Expected graduation May 2021)

- **Relevant Coursework:** Corporate Financial Reporting, Finance Investments and Portfolios, Derivative Securities, Business Ethics, Real Estate Technology, Real Estate Economics,

MANHASSET HIGH SCHOOL

11030, NY

High School Diploma (Jun 2017)

- **Extracurricular Activities:** Varsity Lacrosse, Varsity Field Hockey, Varsity Track

PROFESSIONAL EXPERIENCE

TACO JUNKY, Boulder, CO

Server, Sep 2019 – Present

- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Prepare checks that itemize and total meal costs and sales taxes.

RINGO'S PUB, Plano, TX

Server, Dec 2018 - Jan 2019

- Effectively communicated with coworkers to fulfill orders.
- Created both fun and hard working environment.

YOUNG'S FINE WINE AND SPIRITS, Manhasset, NY

Sales Associate, Jun 2017 - Aug 2017

- Greet customers and ascertain what each customer wants or needs.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.

LACROSSE UNLIMITED CO., Manhasset, NY

Sales Associate, Jun 2016 - Jun 2017

- Place special orders or call other stores to find desired items.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.

ADDITIONAL SKILLS

- Strong knowledge in Microsoft Word, Excel and PowerPoint
- Advanced skills in social media platforms such as Facebook, Twitter and Instagram
- Proficiency in Spanish

REFERENCES

- References available upon request

Spencer Howard

Boulder, CO • spencer.howard@colorado.edu • 303-746-8080 • linkedin.com/in/spencer-howard-718a63149

EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with an emphasis in Real Estate and Finance

Minor in Nordic Studies

Dean's List Spring 2020, Fall 2020

- **Relevant Projects:** Real Estate Development project- group project given to present a development plan for a parcel of land in Boulder, CO. Utilized market data to forecast financing options, construction costs, and market rents to deliver a feasibility study for the parcel. Group received exceptional marks (98.5%) on deliverables for thoroughness and accuracy of study.
- **Relevant Courses:** Real Estate Finance, Real Estate Development, Real Estate Economics, Real Estate Technology, Corporate Financial Reporting 1, Investment and Portfolio Management, Corporate Finance, Derivative Securities

REAL ESTATE INVOLVEMENT

Real Estate Internship Course, Boulder, CO

January 2021-Present

Student

- Specialty course sponsored by the CU Real Estate Center to assist students who did not intern due to the COVID-19 pandemic to gain work experience through the school
- Attend weekly lectures with rotating companies on tasks performed by interns within various fields of Real Estate, such as leasing, title, REITs, lending, and development
- Work through materials assigned by companies to understand how work within varying fields is done, and in order to prove proficiency in that field.

CU Real Estate Club, Boulder, CO

January 2021-Present

Member

- Attend weekly meetings to explore and discuss the real estate industry and network with industry professionals
- Invite guest speakers from local real estate investment firms to present at meetings and help members explore potential job opportunities in the real estate industry

LEADERSHIP

Sigma Chi (ΣΧ) Omega Colony / Beta Mu Chapter Boulder, CO

Fall 2018-Fall 2019

Founding Member, Brotherhood Chair

- Managed a budget and planned events for brothers and family members
- Served on the colony's first executive board and assisted in the writing of founding Bylaws
- Aided recruitment efforts to grow colony from twenty to over sixty members
- Joined with a group of like-minded individuals to establish a lasting impact on campus and worked to create a chapter that reflects that vision.

WORK EXPERIENCE

Junk Genius Franchise Systems, Sheridan, CO

Summer & Breaks 2019, 2020

Laborer, Part Time Management

- Worked on junk truck removing miscellaneous items from homes and businesses
- Managed weekly income and expense reports to ensure employer expectations were met
- Negotiated pricing with customers and worked to maintain positive cash flows for the company
- Managed daily schedule to maintain accuracy in appointment times and rescheduled customers when necessary
- Worked in office in a managerial position to take calls, manage truck routes and appointment windows, create weekly schedules and assign routes to employees
- Trained new employees in price negotiation and customer interactions so they could operate independently on assigned routes

SKILLS

- Proficient in use of Argus Enterprise software- attended instructional course that taught fundamentals of the software and how it is used
- Advanced skills in Microsoft Excel- completed additional courses on advanced excel use
- Advanced skills in Microsoft Word and Powerpoint
-

ADDITIONAL INFORMATION

- Active brother in Sigma Chi Omega Colony / Beta Mu chapter
- Two-time Ultra distance Spartan Race finisher, first in age group for 2018 Breckenridge Ultra
- Enjoy outdoor activities such as golfing, skiing, and camping

Spencer Leever

spencer.leever@colorado.edu

3547 Elk Run Drive

Castle Rock, CO 80109

303-725-7913(c)

Education:

Castle View High School

High School Diploma

GPA-4.0 (weighted)

University of Colorado Boulder Leeds School of Business

GPA-3.69

Castle Rock, CO

May 2017

Boulder, CO

Aug 2017 - present

- Coursework includes: Math Analysis in Business, Business Applied Semester Experience, Principles of Real Estate, Entrepreneurial Environments, Real Estate Finance, Real Estate Economics, and Real Estate Technology

Honors & Achievements:

Honor Roll - 8 semesters

Inducted into National Honor Society & German Honor Society

Experience:

Evergreen Development

Intern

Researched, conducted proformas, visited development sites and sat in on meetings.

Lakeshore Marina Bar & Grille

Host/Cook/Server/Busser

Performed various tasks that included cooking, cleaning, and waiting on tables.

CBRE

Intern

Performed tasks such as lease abstractions, property searches, research, helped to construct business plans and performed various other tasks.

Community Service

Outdoor Education volunteer

Supervised 15 6th grade boys as they engaged in camp activities during a three day outdoor education camp.

Habitat for Humanity

Helped build housing for families and individuals who were incapable of purchasing or renting their own housing.

Denver, CO

Summer 2018

Lexington, NE

Summers 2015-2017

Greenwood Village, CO. & Denver, CO

Jan-May 2017, Jun-Aug 2018 & Jun-Aug 2019

Castle Rock, CO

2014

2016

Skills:

-Proficient in Microsoft Excel

-Basic proficiency in Spanish

-Ability to work under pressure

-has experience with Argus

STEPHEN MANNING

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EDUCATION

University of Colorado at Boulder, Leeds School of Business

Bachelor of Science in Business Administration, Concentration in Finance & Real Estate, May 2021

West Morris Mendham High School – Mendham, NJ, 2013 – 2017

RELEVANT COURSEWORK

- Business Law
- Business Ethics & Social Responsibility
- Principles of Accounting II
- Strategic & Entrepreneur Thinking
- Corporate Financial Reporting
- Fundamentals of Financial Analysis
- Principles of Real Estate
- Principles of Microeconomics
- Investment & Portfolio Management
- Statistical Analysis in Business
- Communication Strategy
- Finance & Investment Analysis

WORK EXPERIENCE

Lifetime Fitness – Florham Park, NJ

5/2018 – 8/2018

Life Cafe Member

- Processed customer orders in a timely fashion while maintaining a high level of customer service
- Delivered food and beverage orders to customers
- Managed cash drawers at the end of the shift by counting the money and securing
- Coordinated the timely preparation of all customer orders while maintaining proper inventory

Computer Advice & Services, LLC. – Denville, NJ

6/2016 – 8/2016

Computer Support Technician

- Diagnosed and resolved computer issues for corporate clients as part of a 6 person technical team
- Updated client computer hardware and software, ensuring proper data transfers
- Organized and backed up customer data in encrypted software to prevent data theft
- Installed network components at customer sites such as schools

Dunkin Donuts – Chester, NJ

5/2015 – 9/2015

Crew Member

- Performed cash register duties while maintaining excellent customer service
- Prepared food and beverage orders while maintaining a clean and organized work station and adhering to safety, sanitation, and cleanliness standards
- Maintained proper inventory levels on all items and assisted other crew members as needed

I-Care Foundation for Children – Mendham, NJ

12/2011 – Present

Volunteer

- Organized annual holiday party and gift giving donations with a team of volunteers supporting over 100 underprivileged families
- Organized and assisted with the collection and distribution of donated gifts and clothing

TECHNICAL SKILLS

Proficient in Microsoft Office Excel, Word and PowerPoint

Thao Nguyen

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EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with an emphasis in Information Analytics

Certificate in Real Estate

Cumulative GPA 3.6

- **Relevant Courses:** Consulting Skills, Real Estate Law, Real Estate Development, Business Data Management, Business Analytics, Business Technologies
- **Self Storage Development Proposal Project:** Conducted primary and secondary market research, by created surveys for students, and analyzed external factors to determine future steps for the development of Conscious Bay's new four-acre acquired property

University of New South Wales

Spring 2020

Sydney, Australia

Study Abroad

EXPERIENCE

Goldman Property Group, Los Angeles, CA

November 2020-Present

Investment Analyst Intern

- Analyze prospective multifamily investment proformas in the Los Angeles area to identify promising investments
- Determine best return on investment based on the calculation and comparison of property specifications such as square footage and potential revenue

Compass Real Estate, Philadelphia, PA

Summer 2020

Intern

- Analyzed social media campaigns and activities using Instagram and Facebook to promote engagement and made recommendations for enhancement as the company transitions to online marketing during the COVID-19 pandemic
- Fostered collaborative efforts to schedule, host, and facilitate events and identify further opportunities to reach members of the community while respecting the 'stay-at-home' order to increase client retention/satisfaction
- Increased data-entry productivity by maintaining detailed logs of client information on the CRM

Business Owner, Boulder, CO

April 2017-December 2019

Esthetician

- Autonomously achieved 60 clients, maintaining 80% client retention rate through personal networking and referral incentives
- Conducted competitive analysis against local companies with an objective to set high-end service pricing
- Provided eyelash extensions to twelve clients weekly, maintaining professional setting following State Law procedures
- Developed, updated, and maintained clientele database to track appointments optimizing booking system to stay organized and have superior time-management skills

Magic Salon, Lone Tree, CO

Summer 2019

Marketing Intern

- Designed, introduced, and implemented flyer marketing campaign resulting in an increase of 100 customers per day
- Managed company's Yelp, Facebook, and Instagram which included supervising all communication for promotional advertising and customer reviews

Magic Salon, Lone Tree, CO

May 2017-August 2017

Client Manager

- Evolved client relationships by responding to inquiries, identifying and assessing clients' needs, resolving problems, and following up with over 300+ potential and existing clients daily to ensure satisfaction
- Managed daily technician operations and sales functions to ensure maximization of revenue, customer satisfaction, and employee productivity

LEADERSHIP AND ACTIVITIES

Pi Beta Phi Sorority, Boulder, CO

September 2017-December 2019

Health and Nutrition Committee

- Promoted mindfulness and health benefits of yoga to 60 members by teaming up with Bulldog Yoga to host an event

Real Estate Club, Boulder, CO

August 2018-Present

Member

- Attended numerous speaker events to gain knowledge of the various elements of the real estate industry

SKILLS AND INTERESTS

- **Technical:** Excel, Word, PowerPoint, SQL, Alteryx, SAP systems, Licensed Esthetician
In process: ARGUS certification (expected completion February 2021)

Thomas Hultzapple

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<https://www.linkedin.com/in/thomas-hultzapple/>

EDUCATION

University of Colorado at Boulder – Leeds School of Business

Graduation May 2021

GPA: 3.0

Bachelor of Science in Business Administration: Emphasis in Information Management and Real Estate

Universat Aut3noma de Barcelona- Study Abroad Semester

January- May 2020

Regis Jesuit High School, Aurora, CO

August 2013 – May 2017

Cumulative GPA: 3.9 / 4.0

Skills & Coursework with Descriptions

Business Technologies- Familiarize with business-essential ERP (enterprise resource planning) software, including SAP technologies that facilitate and optimize business processes within firms in three modules. The first involved understanding the basics of technologies in an organization. The second module introduced Open ERP, an open-source ERP system for small-medium sized businesses. Use SAP to fulfill orders for virtual companies.

Finance & Investment Analytics- Traditional and alternative financing of residential and commercial real estate, pro forma cash flows and valuation of income-generating properties, real estate decisions of non-real estate corporations, mortgage-backed securities, and real estate investment trusts

Python Programming- Understand the programming mindset through the use of open-source software and libraries and introduction to object-oriented programming.

EMPLOYMENT

Stevinson Imports, Denver, CO

May - July 2017

VIP Valet/ Wash Bay

- Worked to provide excellent customer service at one of the most demanding auto dealerships
- Worked with customers every day to wash, deliver, or pick up vehicles

Nexus Commercial Reality Internship, Denver, CO

June- August 2019

Data Analyst

- Worked as a data analyst using CoStar and Apto software to keep databases up to date
- Cleaned out insufficient data and created reports to highlight the databases before and after and sent Agents the new data
- Adapted to both new software's quickly, which helped me complete my task of cleaning the company database
- Used the software to provide agents with more insight and property comps to help them acquire new properties

HEA Ortho, Golden, CO

Summers 2016-2020

Warehouse Assistant/Courier

- Supported sales representatives with implant delivery to hospitals throughout Colorado and Wyoming
- Helped medical sales representatives get everything they needed before surgery
- Worked in a warehouse environment scanning and receiving inventory using their database management system
- Provided assistance with security system setup and management

RiskIQ, Boulder, CO

January 2021- May 2021

i3 MIS Investigations Intern

- Working on the Incident Investigation and Intelligence team to mitigate and deter cybersecurity threat's to clients
- Working remotely ten hours per week as an intern at RiskIQ which is based in San Francisco with the i3 office in Kansas City
- Collaborate with three other interns to complete projects assigned to us
- Work to prevent take down social impersonations of Fortune 500 executives and CEO's
- Use company software to create reports of threats
- Attend Zoom meetings with the rest of the i3 team to understand other projects and company goals

LEADERSHIP & SERVICE

Delta Sigma Pi, Boulder Co

January 2019- Present

- Professional fraternity organized to foster the study of business, ethics, and culture
- Encourage scholarship, social activity, and association of students for their mutual advancement by research and practice.
- Meet weekly for chapter meetings as well as attend professional and service events every semester.

Young Alumni Mentoring Program, Boulder, CO

August 2018–Present

- Meet monthly with an alumni from Leeds School of Business who was employed at Oracle and now Accenture

Mentor-Peer to Peer Mentoring Program, Boulder, CO

August 2019- December 2019

- Help students make the transition into the Leeds School of Business

Service Trip to Thailand, Chiang Mai, Thailand

June 2016

- Spent three weeks in Thailand working on wildlife conservation.

Skills: Microsoft Suites, Apple computer programs, and software, exposure to Apto, CoStar, Alteryx,VBA, Python, SQL & SAP

Additional Information: Avid Outdoor Sports Enthusiast (Hiking, Skiing, Golf, Fishing, Tennis, Running) and especially traveling.

Oluwabunmi Victoria Arije

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www.linkedin.com/in/oluwabunmi-victoria-arije

EDUCATION

University of Colorado at Boulder, Leeds School of Business

May 2021

*Bachelor of Science. in Business Administration with an Emphasis in Accounting and Real Estate
Diverse Scholar Program*

- Rigorous academic experience for the highest achieving incoming students
- Program requires participation in professional development programs

WORK EXPERIENCE

Keybank

September 2019 to Present

Retail Banking Intern

Aurora, CO

- Complete over 60 teller transactions a day
- Met with other business lines such as commercial banking and investment services
- Presented on how to increase diversity candidate recruitment

Nilefarms

September 2019 to May 2020

Chief Marketing Officer 20'

Boulder, CO

Consultant 19'

- Oversees all marketing material produced by the company
- Represents the US front of the company by networking and business competitions

CU Boulder Residency Life

July 2019 to September 2020

Community Assistant

Boulder, CO

- Uplifting the community in residency life
- Conflict management and crisis avoidance

Victoria Events

October 2015 to May 2019

Owner/Event Coordinator

Aurora, CO

- Managed 22 events operations to meet client's standards
- Planned event with attention to financial and time constraints

Accounting and Tax Services

May 2017 to July 2017

Bookkeeper Intern

Greenwood Village, CO

- Established a QuickBooks accounting system to reflect accurate financial records
- Streamlined daily reporting information entry for efficient record-keeping purposes
- Developed monthly, quarterly and annual profit and loss statements and balance sheets

LEADERSHIP AND ACTIVITIES

Leeds Student Government -Representative

Boulder, CO

- Enhancing the student experience by creating a better environment
- Facilitate a better conversation between faculty, staff and students
- Seeking student opinion and planning events to reach more students

December 2018 to Present

Cultural Events Board

Boulder, CO

- Fund culturally relevant events on campus
- Organize well-known speakers and bring them to campus

February 2019 to Present

Boulder Bole Bhangra - Cultural fusion dance team

Boulder, CO

- Create and perform choreography about Punjabi Culture
- Performed at Tedx, Children's Hospital Dance Marathon, and Cultural Events
- Fusion Punjabi culture with other dance styles

January 2018 to Present

Deans' Student Cabinet

Boulder CO

- Changing the culture in the business school to make it less competitive
- Creating a better and more supportive and transparent school culture

February 2019 to Present

SKILLS, INTERESTS, AND ACHIEVEMENTS

Technical: Basic Knowledge in QuickBooks, Advanced MS Excel

Language: Fluent in Yoruba, Understand French, Beginner Hindi

Interest: Cooking, The Nigerian Economy, Real Estate

Thesis: What role did the division of the Eastern and Western Church play in the change of Prayer

Achievements: International Baccalaureate Graduate, DECA National Qualifier, Student of the Month, IB Mentor

Matthew Whitfield “Whit” Spain
710 John Muir Road, Mammoth Lakes, CA 93546
matthew.spainjr@gmail.com
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EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2021

Bachelor of Science in Business Administration with a dual emphasis in Real Estate and Marketing

Leeds School of Business GPA: 3.525 | Real Estate Emphasis GPA: 3.775 | Marketing Emphasis GPA: 3.700 | Dean’s List Fall 19&20

- Coursework: RE Finance & Investment, RE Economics & Development, Marketing Research & Analytics, Product Strategy, Finance, Accounting I & II, Business Law, Operations & Info Management, Microeconomics, Macroeconomics, Data Analysis

Harvard Westlake High School, Studio City, CA

June 2017

Cumulative GPA: 3.400

EXPERIENCE

Fortus Partners, Detroit, MI

May 2020 – August 2020

Analyst

- Vertically integrated real estate development company designing, building and managing single-family and multifamily residential rental properties in Detroit area for over decade
- Completed extensive market research and analysis to develop prospectus and marketing materials for \$30M capital raise of inaugural Tower II Modular Home Fund, targeting entry level housing market
- Participated in investor solicitation and marketing
- Communicated with industry professionals to develop the design and formulate pricing for initial modular product launch
- Visited jobs sites to facilitate project completion working with contractors, architects, and residents

Bridgeport Financial Technology, Carlsbad, CA

May 2019 – December 2019

Associate

- FinTec software startup digitalizing the private fund investment process by centralizing regulatory documentation and disclosure, expediting investment selection and funding, and providing a unique liquidity solution for illiquid investments
- Created Bridgeport marketing “explainer” video and social media profiles
- Developed and executed software simulation testing
- Generated Master Entity Profiles (“MEP”) using Private Placement Memorandums and Limited Partnership Agreements
- Uploaded private fund Actus data and transferred subscriber AML and KYC documentation into centralized investment profiles

Eastern Sierra Disabled Sports, Mammoth Lakes, CA

November 2014 – May 2016

Volunteer Instructor

- Taught men, women, and children with mental and or physical disabilities to alpine ski
- Prepared teaching strategies, ski equipment, and instructional aids based on research and understanding of student disabilities

Vicente Foods, Brentwood, CA

June 2016 – August 2016

Courtesy Clerk for Specialty Retailer Targeting Discerning Customers

ACTIVITIES

Scuba Diving

July 2014 – Present

PADI Certified Professional Dive Master

- Advanced through extensive certified course training to become a professional scuba diver and serve as a diving instructor

Sigma Phi Epsilon, Boulder, CO

September 2017 – December 2019

Elected Officer – Social Chairperson

Mammoth Mountain Ski Racing, Mammoth Lakes, CA

October 2005 – May 2016

Downhill Ski Racer

- Traveled internationally training and competing in slalom, GS, Super G, and Downhill races
- Qualified for and competed in High Performance Race Camp and received Athlete of the Year and Coaches Award

SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, and Adobe Photoshop
- Certified Emergency First Responder and CPR

William T. Hatcher

1707 Walnut Street, Boulder, Colorado 80302 | 828-261-6370 | william.hatcher@colorado.edu | www.linkedin.com/in/williamhatcher

EDUCATION

University of Colorado at Boulder, Leeds School of Business

Boulder, Colorado

Bachelor of Science in Business Administration in Finance & Real Estate

August 2018 - May 2021

- GPA: 3.61/4.00

Northwest Outward Bound School

Rishikesh, India

Outdoor Leadership Student

August 2017 - December 2017

- Encouraged environmental stewardship, engagement in service and accountability while continually demonstrating self-awareness
- Designed planned routes and assigned responsibilities to 10 students on 90-day trek in Himalayas of Northern India

University of North Carolina at Chapel Hill, Kenan Flagler Business School

Chapel Hill, North Carolina

Undergraduate Business Program Prerequisite Courses

August 2015 - May 2016

- Carolina Covenant Scholar (exemplary academics & leadership)

PROFESSIONAL EXPERIENCE

The Hatteras Group

Boulder, Colorado

Private Equity Analyst

January 2021 - Present

- Interact with partners, creating logical structure of prospects with annual revenue of \$5MM - \$100MM for buy-side clients
- Forecast cash flows, equity valuation multiples, and ARR on lower middle market companies, improved key financial Excel model
- Evaluate merit of prospective acquisitions, conduct due diligence, risk analysis and achieved identification of key value drivers

FactSet Research Systems

New York, New York

Investment Management Consultant Intern

June 2020 - August 2020

- Audited security financial metrics with unique content in Excel, parsed data and gained alpha for investment portfolio manager
- Researched acquisition opportunities with international team for growth in private company data, increased outreach 5-Fold
- Marketed buy and sell side materials accentuating client engagement, augmented connections by 35%

Shortoff Capital

Boulder, Colorado

Investment Analyst Intern

June 2019 - August 2019

- Analyzed pro-forma financial statements and property valuation models in Excel, presented \$20MM crowdfunded opportunity
- Collaborated with acquisitions team to project growth through DCF analysis, allocated distribution waterfall structures for joint venture deal on \$1.5MM transaction, revealed findings in PowerPoint, successfully acquired property for hotel development

EXTRACURRICULAR

Casting for Hope (Gold-Level Charity Fly-Fishing Tournament)

Bakersville, North Carolina

Volunteer Coordinator

April 2013 - Present

- Raised over \$100,000 connecting with local business owners about non-profit and coordinating event volunteers
- Succor to spiritual needs of women with gynecological cancers through fly-fishing retreats

Foothills Classics

Morganton, North Carolina

Professional Car Restoration

April 2019 - August 2019

- Awarded Top Prize of Best in Show by board of members for Original Equipment Manufacturing restoration
- Restored Classic Jeep Grand Wagoneer interior and exterior to full factory specifications

SKILLS

- **Languages:** Proficient in Mandarin Chinese
- **Technical:** Argus, Bloomberg Market Concepts Certified, FactSet Product Certifications, Microsoft Applications, Salesforce
- **Community:** Chi Phi Fraternity, Burke Outdoor Conservancy, Burke United Christian Ministries
- **Interests:** Piano, CrossFit, Running, Fly-Fishing, 7 Golf Handicap

LEEDS STUDENT

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PROFESSIONAL SUMMARY: After growing up in Madison, Wisconsin, I decided to continue my education in Colorado's mountains to study Finance and Real Estate at the University of Colorado Boulder. Following my graduation in the Spring of 2021, I plan to commission as an Officer in the United States Marine Corps. My goals in the Corps are to become an aviator or a finance officer. Finance and business have always been a hobby of mine, and I look forward to combining the knowledge and skills I gain in the Marine Corps with my passion for finance and real estate.

EDUCATION

UNIVERSITY OF COLORADO BOULDER, LEEDS SCHOOL OF BUSINESS

Boulder, CO

Bachelor of Science in Real Estate

May 2021

- **Relevant Courses:** Finance & Investment Analysis, Real Estate Economics, Real Estate Law, Real Estate Technology, Case Studies in Real Estate

UNIVERSITY OF COLORADO BOULDER, LEEDS SCHOOL OF BUSINESS

Boulder, CO

Bachelor of Science in Finance

May 2021

- **Relevant Courses:** Corporate Finance, Investments and Portfolio Management, Derivative Securities, Case Studies in Finance
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PROFESSIONAL EXPERIENCE

The United States Marine Corps

Boulder, Colorado

Midshipman, Platoon Operation Officer

August 2017– Present

- Manage and advise midshipmen in rank, assign specific duties, and coordinate division training activities
- Event planning for 60-person platoon including classroom coordination and upper-rank communication
- Tactical Decision Games (TDG): Critical thinking problem solving, simulating force on force tasks and missions
- Develop Midshipmen, Officer Candidates, and Marine Enlisted Commissioning Program Students mentally, morally, and physically to become professional officers in the naval service
- Assisted with supply logistics
- Created and managed a 2-week plan and plan of the week for the ROTC unit
- Direct contact and supervision with class Officers in Charge (OIC) and adhere to their requests and ensure their success teaching the underclassmen

Officer Candidate School - USMC

Quantico, Virginia

Candidate Platoon Commander

June 2020 – August 2020

- Responsible for the welfare of the Marine Candidates and gear
- Coordinate training events for over 50 Marine Officer Candidates
- Responsible for ensuring Candidates met all deadlines
- Creating and delegating a training plan for the platoon
- Ensure the platoon troops are trained and equipped to complete their missions
- Inspire and influence the platoon to accomplish the mission providing purpose, direction, and motivation

Candidate Platoon Finance Officer

June 2020 – August 2020

- Financially responsible for all the expenses of the 58-person platoon
 - Lead a small team of Marine Officer Candidates charged with managing accounting tasks
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SKILLS

- Time Management
- Judgement and Decision Making
- Complex Problem Solving
- Administration and Management
- Critical Thinking
- Education and Training
- Coordination