

PREP YOUR PATH RESUME SAMPLE

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PROFILE

Recent college graduate and economics major with experience in real estate seeks a position related to identifying trends, investments, and management opportunities in commercial real estate. Demonstrated ability to meet or exceed goals in a fast-paced and deadline-driven environment by researching, analyzing, developing, and executing with excellence.

Core Competencies and Skills

Real Estate Sales, Business Development, Client Service, Project Administration, Database Management, Research, Data Analysis, Leadership, Oral and Written Communication, Constructive Debate, Multitasking, Time Management, Working Independently, Teamwork, Attention to Detail, Python, rStudio, Stata, Microsoft Word, Excel, and PowerPoint

EDUCATION

Villanova University Villanova, PA
Bachelor of Arts in Economics; Minor in Political Science; Dean's List Recipient; GPA 3.28 (87th percentile) May 2018
Coursework includes: Financial Economics, Econometrics I and II (Stata and rStudio software), Sustainable Economics

London School of Economics London, England
Courses: Culture and Globalization, Economics of European Integration, Environmental Economics July 2016—Aug 2016

REAL ESTATE EXPERIENCE

Citi Habitats New York, NY
Agent Assistant June 2017—Aug 2017

- *Sales Support:* Assisted an award-winning agent ranked #1 on the Upper West Side and in the top 1% nationwide (2017)
- *Sales Execution:* Helped close eight rental deals by facilitating the process, including legal and financial documentation
- *Client Service:* Supported sale and rental transactions of luxury apartments by scheduling over 50 client appointments
- *Research:* Aided negotiations by assessing supply and updating an analysis of properties and client financials
- *Administration:* Facilitated business communications by managing detailed correspondences, agreements, and files

Manhattan Dwelling Corporation New York, NY
Administrative Intern June 2015—Aug 2015

- *Client Service:* Addressed client needs at a startup boutique real estate agency
- *Reporting:* Facilitated business communications by updating sales data and transactions
- *Administration:* Supported sales by administering project requests and managing detailed mailings and files

Julia B. Fee Sotheby's International Realty Rye, NY
Administrative Intern May 2014—Jun 2014

- *Business Development:* Supported agents at a top agency by preparing presentations, reports, and brochures
- *Marketing:* Instructed agents on how to use social media to develop advertising strategies and content
- *Administration:* Facilitated communications by creating online listings and detailed sales materials for clients

LEADERSHIP EXPERIENCE

Rye Angels Rye, NY
Co-Founder 2010—2015

- *Program Development:* Founded a 501(c)(3) community organization that provides service, instruction, and advocacy
- *Fundraising:* Improved the lives of homeless individuals in New York City by raising \$20,000 for Midnight Run supplies

Rye High School Rye, NY
Varsity Girls Squash Captain ('14) and Member, and Varsity Girls Golf Member 2011—2014

- *Team Building:* Motivated players to compete at regional and national tournaments by communicating effectively

ADDITIONAL EXPERIENCE

Villanova University Villanova, PA
Learning Support Services, Tutor—Helped Villanova students maximize their academic success 2015—2018
Ambassador Program, Representative—Selected to assist at events targeted to potential students 2015—2018
School of Business, University Instructional Golf Society, Member—Refined golf and networking skills 2015—2018
Service & Justice, Volunteer—Aided communities in Guayaquil, Ecuador, and South Dakota on school breaks 2015—2016

DATE: December 2018