**JENNIFER JOBSEEKER**

123-456-7890

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# EDUCATION

2017-2019 **University of Miami, MRED+U** Coral Gables, FL

*Master of Real Estate Development + Urbanism*

Courses taken: Real Estate Development; Urban Infill, Preservation, & Mixed Use Development; Real Estate Investment and Appraisal; Real Estate Law, Financial Reporting and Analysis.

2010-2014 **FLORIDA INTERNATIONAL UNIVERSITY** Atlanta, GA

**BBA**, Public Accounting & Spanish Language and Culture, May 2003

# EXPERIENCE

2010-2016 **MIAMI INTERNATIONAL LIMTED** Miami, FL

*Assistant to the VP of Development*

* Performed market research and created financial models including detailed cost attributions, budget comparisons, and pro forma analyses using Excel and Argus.
* Assisted as owner representative for absentee owner of a 10-story mixed use development.
* Worked with the marketing team to create strategies to increase sales and target international buyers.
* Created condominium/developer turnover reports and summaries of litigation projects.
* Organized investment packages for third party investors

2005-2010 **BASIC INDUSTRIES LTD** Kansas City, MO

*Sales & Marketing Intern*

* Presented sales pitches for developers and construction companies.
* Used data analysis to generate innovative and relevant sales and marketing strategies.
* Created presentation materials for unit managers.
* Gathered and analyzed demographic and economic data for target markets.

2003-2005 **ROTARY CLUB OF HOUSTON** New York, NY

*International Service Committee Member*

* Coordinated global service project, working with local offices across the country to coordinate implementation.

# ADDITIONAL INFORMATION

*Languages*: Fluent in English; Conversational in Spanish

*Professional:* Proficient in Argus, Microsoft Office, Excel, PowerPoint, Web Design. Basic Knowledge of AutoCAD and InDesign

*Extracurricular:* Long distance runner