

Margins:
.5 Top/Bottom
.75 Left/Right

Adding your street address is optional though preferred.

Your name should be 18pt. font with SMALL CAPS (selected via font).

HAAS STUDENT

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Haas format font is Calibri

EDUCATION

University of California, Berkeley, Haas School of Business **May 2017**

Master of Business Administration, Specialty

- Finance Club; Co-Chair, Women in Leadership Conference Selected for Haas@Work consulting project with client in airline business

University of Michigan, Ross School of Business, Ann Arbor, MI **May 2005**

Bachelor of Arts, Economics and Computer Science

- "Citibank & Universities" Top Performer Award 2001
- University Academic Silver Medalist

Headers should be ALL CAPS and 12pt. font.

EXPERIENCE

JP Morgan, New York, NY **2011-2015**

Associate, Asset Management (2013-2015)

Company - 11pt font, Title – 10.5, Bullets 10

- Researched tenant credit and analyzed leases to facilitate acquisitions in a \$265M super-regional mall and private REITs totaling \$2.5B in market value
- Analyzed sale proceeds and financial returns, reviewed loan documents and coordinated with real estate broker to sell \$334M super-regional mall and a \$140M portfolio of community shopping centers
- Drafted the property management agreement for a \$60M retail property and assisted in interviewing prospective property managers
- Approved leases, prepared and reviewed appraisals, presented asset strategy reviews, conducted site visits and engaged property managers on operational issues for super-regional malls totaling \$615M in market value

Analyst, Asset Management (2011-2013)

- Customized investment reviews of equity portfolios valued at over \$50B and contributed to request for proposals for prospective clients
- Researched companies held in US equity portfolios, prepared performance attribution analyses and evaluated investment guideline compliance

Indicate years only – no months.

Calico Commerce, San Jose, CA

If not well known, consider a description statement.

Business-to-Business Web configuration, selling, and pricing technology

Education Consultant

- Created 200-page training course for Price Point, a Java/XML dynamic web pricing engine; delivered to customers and staff, generating \$100K total revenue
- Conducted training and pre-sales consulting to facilitate strategic partnerships in the U.S., Europe, and Japan

Arthur Andersen LLP, Chicago, IL

Analyst, Global Corporate Finance

- Oversaw leases and employee issues for large insolvency client in the U.K., including procuring new equipment, auditing payroll and expenses
- Interviewed CFO and development models to forecast client outlook in \$15 million refinancing project for a major healthcare provider

Good Technology, Boston, MA

Product Manager, Mobile Commerce

- Launched Good's first handheld security product over six months, which opened the company to a \$1B new market; negotiated resource allocation from operations, technical support, and sales while coordinating 15 product engineers in Hyderabad, India
- Made recommendations for streamlining supply chain that reduced economic costs by \$1.5M

ADDITIONAL

- Fluent in Spanish, conversational in French
- Board fellow for Kids Turn, a non-profit organization dedicated to kids and family
- Enjoy biking, hiking, outdoor barbecues, and international music

Need guidance on spacing?
Select the table> layout>view gridlines to guide your eye!