

## Spring 2019 Real Estate Graduates Seeking Employment

**Brett Bignotti** - Interest in capital markets or asset management with a commercial real estate company.

**Ryan Boyer** - Interested in property management, analyst, and investments positions. Willing to work at any location.

**Sarah Craig** - Interested in commercial brokerage and leasing, or an entry position that will allow me to move into brokerage.

**John Duffy Jr.** - Seeking a position in finance, development, or brokerage.

**John Flowers** - Seeking a position in commercial property management.

**Alec Fong** -

**J. Connor Greenwood** - Looking for a position in commercial real estate. My interests are in capital markets investment sales, debt and equity financing analyst roles, asset management and brokerage/sales.

**Emma Hancock** - Seeking an assistant property manager position or an entry sales/marketing position.

**Lydia Kressel** - Seeking a position in real estate development, or as an analyst, project coordinator, or asset management in the DC metro area.

**Rachel McLevain** - Seeking a position as a financial analyst, research analyst. My goal is to end up on a brokerage team, but I know that is not as common right out of college.

**Neil Petersen** - Seeking a position commercial brokerage or leasing.

**Ginny Richards** - Interested in sales, leasing and brokerage with a preference for the Raleigh or Charlotte, North Carolina.

**Kaylee Smith** - Looking for a position in Houston, Texas regarding asset management, valuation, or property management.

**Sierra Walker** - I am looking for a position in commercial real estate brokerage.



PAMPLIN COLLEGE OF BUSINESS  
REAL ESTATE  
VIRGINIA TECH.

# Brett Bignotti

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703-728-3885

Current address:  
310 Webb Street  
Blacksburg, Va 24060.

Permanent address:  
20551 Courier Ridge Place  
Ashburn, Va 20147.

OBJECTIVE: Seeking an opportunity that will best utilize my financial background and interest in real estate.

## EDUCATION:

**Virginia Tech, Pamplin College of Business**  
Double Majoring in Finance and Real Estate  
Overall GPA: 3.31  
Deans List Fall Semester 2015, 2016, 2017

Expected May 2019

## EXPERIENCE:

**JBG Smith- Chevy Chase, MD** (Jun. 2018- Aug. 2018)

Asset Management Intern

- Managed a 6MM SF re-development project in Crystal City alongside the asset management and leasing teams
- Completed tenant analysis and reviewed lease terms for new and existing office tenants.
- Assisted the leasing team to update and provide information on current and potential tenants through the use of Propidex and View the Space (VTS)
- Conducted market research to prepare architectural programming for potential developments as well as researching the coworking industry in order to present to the rest of the team.

**C2S Consulting Group –Herndon, VA** (May 2017-Sept. 2017)

Finance/Office Intern

- Responsible for developing cost effectiveness analysis as well as multiple budget expectations for specific, ongoing projects.
- Worked alongside the CEO to prepare cloud development proposals for multiple government organizations such as the NRO and the DOD.
- Responsible for running the social media and recruiting pages for the company on multiple outlets like Twitter, Facebook and LinkedIn.

**Virginia Tech Men's Basketball – Blacksburg, VA** (Jan. 2016- May 2016)

Marketing Intern

- Aided the Director of Basketball Administration to develop branding and advertising strategies for the men's basketball camps.
- Worked with a senior partner to research opportunities to spread information about the program.
- Helped promote to a wider variety of consumers within the area along with different counties.

## ACTIVITIES AND HONORS:

**Member of The Finance Club at Virginia Tech** (August 2016- Current)

- Attend monthly meetings, workshops and networking events to learn about the various career paths in the finance industry.

**Member of the Real Estate Club at Virginia Tech** (August 2016- Current)

- Have the opportunity to learn from a variety of speakers and network with Real Estate professionals through multiple events organized by the club.

**Founding Father and Scholarship Chair of Phi Kappa Psi Zeta Chapter at Virginia Tech** (Fall 2016-Current)

- Founding member of Virginia Tech's newest social fraternity, as well as responsible for making sure all members remain in good standing academically with both the university and the fraternity.

# RYAN J. BOYER

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276-237-4298

**University Address**  
406 Clay Street SE  
Blacksburg, VA 24060

**Home Address**  
104 Lands End Lane  
Galax, VA 24333

## EDUCATION

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**B.S Real Estate, Virginia Tech**, Pamplin College of Business, Blacksburg, VA *Expected Graduation:* *May 2019*  
Minor: Business  
Overall GPA 3.25/4.00

## WORK EXPERIENCE

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**New Millennium Senior Living Communities: Roanoke, VA** *May 2018 - August 2018*  
**Market Research and Development Intern**

- Performed in-depth market research and feasibility analysis studies for potential development projects
- Prepared monthly construction draw requests and reports
- Identified potential target markets utilizing ESRI and demand models
- Drafted narrative and created supporting spreadsheets for lender and equity investor proposals

**Team Member, Semper Vinco: Sublimation Printing, Christiansburg, VA** *January 2016 – May 2018*

- Custom apparel production that involves a dye sublimation printing
- Assist in the cutting, sewing, and packaging process

**Co-founder, Hooked Southern Custom Art and Apparel** *2016 – May 2018*

- Worked closely with Semper Vinco owner to develop an “in-house” brand
- Designed our marketing strategies and created a strong social media presence

## LEADERSHIP EXPERIENCE

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**Lucky Dog Animal Rescue Project** *March 2018 - Present*

- Developing an animal shelter in South Carolina to house animals displaced by natural disasters
- Contributing to the design, financial analysis, and construction throughout the development of the project

**Brotherhood Chair, Pi Kappa Phi** *2017-Present*

- Organize and facilitate brotherhood bonding events
- Manage financial transactions in accordance with a set bi-annual budget
- Delegate tasks and jobs to various committee members

**Community Relations Project, Pi Kappa Phi** *October 2017*

- Developed a home wheel chair accessible ramp for a family in need
- Allocated tasks to other members to assist in the project

## CLUBS AND ACTIVITIES

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- **Journey of Hope** *June 2017-August 2017*
  - Cross-country cycling trip ranging over 4,400 miles from Seattle, Washington to Washington, D.C. raising money and awareness for people with disabilities
  - Personally raised over \$6,000 as a part of the teams total of over \$700,000
  - Worked with 37 other team members to meet our goals and expectations
  - Interacted directly with people with disabilities in events called “friendship visits”
- Special Olympics Bowling Volunteer *2015-Present*
- Virginia Tech Fly Fishing Club *2017-Present*

## SKILLS AND AWARDS

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- Trained in Argus Enterprise, proficient in Microsoft Excel and PowerPoints, ability to self-motivate
- Recipient of the 2019 Outstanding Community Service Award from the Virginia Tech program in Real Estate

# Sarah K. Craig

**Current Address:**  
305 Roanoke St. E  
Blacksburg, VA 24060

(724) 759-3455  
sarahc96@vt.edu

**Permanent Address:**  
401 Appleridge Court  
Gibsonia, PA 15044

## EDUCATION

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### **B.S. Real Estate and Property Management**

*Expected Graduation: May 17, 2019*

Virginia Tech – Blacksburg, VA

Overall GPA: 3.2

## WORK EXPERIENCE

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**CBRE, Washington, DC** (Summer 2018)

*Brokerage Internship*

- Toured potential clients daily and helped to secure new office space leases
- Lead internship competition presentation where team pitched hypothetical business plan to CBRE managing directors to rave reviews
- Sourced brokers for retail clients and provided liaison support

**Carnegie Museums of Pittsburgh, Pittsburgh, PA** (Summer 2017)

*Facilities and Operations Internship*

- Created a sustainable energy plan for Carnegie properties long term capital planning
- Supported daily property management operations of 4 Museums properties (115,000 sq. ft.)
- "Green Workplace Challenge" finalist
- Prepared and directed the department's work order process

**UDR, Washington, DC** (Summer 2016)

*Property Management Internship*

- Leased 15 apartments within 12 weeks
- Performed market analysis which resulted in identification of new business
- Created and managed lease documentation
- Highest achieving Intern award recipient

## LEADERSHIP EXPERIENCE

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**Real Estate Program Mentor, Virginia Tech** (August 2018 - Present)

*Peer Mentor*

- Meet with Mentee on a monthly basis
- Source of support surrounding academics, campus involvement, careers, professionalism, and succeeding in the real estate major

**Association of Property Management, Virginia Tech** (September 2016 - Present)

*Secretary/Public Relations Officer*

- Developed a communication plan for the associations' meetings and events
- Managed documentation during the meetings and communicated important information to the members
- Built relationships with guests and key note speakers at officer events

**Kappa Delta Sorority, Epsilon Pi Chapter** (January 2016- 2018)

*Vice President of Membership*

- Organized and oversaw all recruitment activities for the coming year
- Developed and instructed a two week long formal recruitment process
- Lead weekly meetings with 200+ women to discuss branding, social edict and chapter news

## ASSOCIATIONS & ACHEIVEMENTS

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- **ICSC Student Member** (January 2018 – Present)
- **Rosemary Goss Endowment Fund Scholarship Recipient** (Fall 2018)
- **Cushman & Wakefield/Lincoln Property Scholarship Recipient** (Spring 2017)

## John "Jack" E. Duffy Jr.

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### CAREER OBJECTIVE

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An energetic individual seeking a position in commercial real estate which will allow me to build my knowledge of the industry and contribute in a meaningful way to the success of that firm.

### EDUCATION

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#### Virginia Tech

Blacksburg, Virginia

#### Pamplin College of Business

*Expected Graduation: Spring 2019*

Major: Bachelor of Science, Real Estate

Minor: Professional Sales

Relevant Coursework: Real Estate Feasibility Analysis (Argus Training) Applied Real Estate Development, Real Estate Data Analysis, Multifamily Property Management, Managing and Leasing Commercial Properties, Real Estate Law, Real Estate Appraisal, Financing Real Estate Projects, Real Estate Studio

### WORK EXPERIENCE

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#### JLL

Washington, DC

*Project and Development Services Intern*

*Summer 2018*

- Worked closely with Project Managers to represent client interests on development projects.
- Assisted in bidding processes by contacting and receiving bids from engineering and design firms.
- Created a monthly letter campaign to target buyers of buildings exceeding 20,000 sf in the D.C. area.
- Conducted extensive market research on greenfield sites, parcels with developable floor area ratio within D.C., and new buyers of commercial real estate in effort to generate new business.

#### Steens Beach Service

Bethany Beach, Delaware

*Stand Manager*

*Summer 2015, 2016, 2017*

- Received comprehensive training of sales and finances components of company including customer service, accounting, and finance functions.
- Rented around \$50,000 of beach equipment and earned a 15% commission on all sales along with tips.

#### Arnie's Playland

Bethany Beach, Delaware

*Floor Manager*

*Summer 2012, 2013, 2014*

- Recognized for superior customer service skills and an overall understanding of how to effectively run the arcade.

### RELEVANT COURSEWORK HIGHLIGHTS

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#### Real Estate Feasibility Analysis (Argus Training)

*Winter 2019*

- Two-day intensive training by an Argus professional.
- I will be taking the Argus Certification Exam before graduation.

#### Financing Real Estate Projects

*Fall 2018*

- Given 6 case studies and tasked with creating 10-year pro formas, calculating debt service, creating 10-year amortization schedules, calculating IRR, and giving an opinion on whether to invest or not.

#### Real Estate Studio

*Fall 2018- Spring 2019*

- Full year group project building a mock development on the site "Orrock Property" in Woodbridge.
- Each group is responsible for a parcel, and must come up with a proposed development scenario, requisite financing, and marketing for the property.
- The site is currently for sale, and the realtor is utilizing our conclusions to present to the marketplace.

# John Steven Thomas Flowers

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## EDUCATION

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Virginia Tech, Blacksburg, VA

Expected Graduation: May 2019

Pamplin College of Business

Bachelor of Science in Real Estate, Minor in Economics

Cumulative GPA: 2.91/4.0

## WORK EXPERIENCE

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**Null Turf Management**, Greensboro, NC – Landscaping Crew Leader

May 2018–August 2018

- Logged over 40 hours a week as a landscaping crew leader, where I experienced the importance of hard work and team work
- Learned how to efficiently accomplish projects with a diverse group of coworkers

**Allen Tate**, Greensboro, NC – Real Estate Assistant

May 2017– August 2017

- Shadowed a real estate broker for approximately 100 hours experiencing the following and more:
- Contributed in the process of marketing homes for sale to procure buyers through personal websites, social media, physical meetings, and open houses
- Implemented new marketing strategies to build a diversified customer base
- Scheduled and organized furniture delivery and pick up for the staging of homes for sale

**Panera Bread**, Christiansburg, VA – Delivery Driver Manager

August 2014–August 2016

- Served as delivery driver, during both spring and fall semesters
- Earned a promotion to a delivery driver manager
- Trained 8 new drivers on customer service and business operations

**Victor Dritselis' Parking**, Blacksburg, VA

August 2014 –August 2016

- Researched organizations and individuals to identify new business leads as well as potential markets
- Technical lead on development of the start-up, full-service PR firm's inaugural website and in set up of online accounts
- Developed the firm's initial social media platforms (Twitter, Facebook, LinkedIn)
- Used QuickBooks to set up invoicing system and other financials

## HONORS

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VT Dean's List (Spring 2017)

## LEADERSHIP EXPERIENCE & EXTRACURRICULAR ACTIVITIES

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**Lambda Chi Alpha Fraternity**, VT

- Rush Chairman
  - Organized and led four separate rush events which included meeting over 500 students
  - Hosted 160 personal interviews throughout a 2-day Span, eventually narrowing down the list of students down to 35

**National Honor Society**

**Beta Club**

**Captain of Varsity Football and Baseball**

## SKILLS & INTERESTS

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**Technical:** Certified in Microsoft Word, Excel and PowerPoint, all social media platforms

**Interests:** Baseball, college football, travel

# Alec Fong

1209 Progress Street NW, Blacksburg, VA 24060 | (510) 928-4723 | [alfongl@vt.edu](mailto:alfongl@vt.edu)  
Objective: Seeking full-time employment in the West Coast

## EDUCATION

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Virginia Tech, Blacksburg, VA

Expected: May 2019

**Pamplin College of Business; Myers-Lawson School of Construction**

*Bachelor of Science in Building Construction, Bachelor of Science in Real Estate*

## WORK EXPERIENCE

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**The Reliant Group**, San Francisco, CA – *Intern*

March-Aug. 2018

Worked as Acquisitions Analyst and Construction Intern

- Collaborated with acquisitions analysts, property management and construction teams
- Produced market surveys and county analysis for regions in Arizona and Colorado
- Conducted research and analysis in multiple states across the U.S. for multifamily property
- Presented research and analysis results with company's full acquisitions team weekly

**Poke Life**, Part Time Employee

June-Aug. 2017

- Set up the training process for new employees and managers
- Produced product photos to establish new menus and advertisements for the start-up
- Studied proper food handling service and small business etiquette
- Trained 3 new employees in customer service

## LEADERSHIP EXPERIENCE & EXTRACURRICULAR ACTIVITIES

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Virginia Tech, Blacksburg, VA

**Senior Capstone Project**, Team Leader

Sept. 2018-Present

- Guiding teammates into facilitative discussion and organizing collaboration towards completing assignments

**Chinese American Society**, Virginia Tech

May 2016-May 2018

- Vice President – Elected by the general member base of over 100 members
- Historian – Elected by the executive board

**TreeHAUS Solar Decathlon Competition**, Virginia Tech

Dec. 2018-Present

- Social Media Manager – Using Hoot Suite to manage and edit social media for the project
- Working on the market analysis of the TreeHAUS project and social media promotion, including crowd funding

## SKILLS & INTERESTS

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**Technical:** Training in ARGUS Enterprise 11.5 software, Experienced in Microsoft Word, Excel, PowerPoint and Visio

**Languages:** Fluent Cantonese (Chinese Dialect), Proficient Mandarin (Chinese Dialect)

**Interests:** Portrait Photography, International Travel (China, Japan, Korea, United Kingdom, France)

# J. Connor Greenwood

<https://www.linkedin.com/in/connor-greenwood>

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830 Camp Circle Phoenixville, PA 19460 | johncg4@vt.edu | (484) 598-3765

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## EDUCATION

### **Virginia Tech Honors College**

Blacksburg, VA

*Pamplin College of Business Class of 2019*

*Double-Major: Finance & Real Estate*

*Awards: Dean's list 2015-2018; 2019*

*Undergraduate Student of the Year Nominee*

*In Major GPA: 3.70*

### **University of Economics**

Prague, Czech Republic

*Study Abroad Fall 2017 Semester*

### **Bishop Shanahan High School**

Downingtown, PA

*Class of 2015*

*Awards: Second Honors*

## WORK EXPERIENCE

### **Brokerage Services Intern – CBRE**

*Tysons, VA - Summer 2018*

- Explored CBRE's various service lines through weekly rotational learning sessions and interactive online webinars.
- Assisted brokerage team in business development by physically canvassing sites, consolidating submarket studies and assembling data in an organized and uniform platform.
- Served as team lead for intern case study competition to address a client's unique needs by developing a strategic approach leveraging multiple tech tools, financial incentives, and CBRE's multi-faceted service wheel in a pitch to a hypothetical government contracting firm.

### **Administrative Intern - Fidelity Investments**

*Philadelphia, PA - Summer 2017 - Winter 2018*

- General support of managers and financial consultants in various tasks and projects.
- Assisted with client interactions, transactions, and questions at the front counter.
- Analysis project – Streamlined market wide cash flow analysis of trends and money movements into concise project for regional managers.
- Assisted in construction of branch business improvement plan for 2018.

### **Server - Wally's Restaurant**

*Surf City, NJ - Summer 2016*

- Managed section at a top-rated restaurant in tourist town

## RELEVANT COURSEWORK

- ARGUS Enterprise Training
- Managing & Leasing Commercial Properties
- Real Estate Appraisal
- Real Estate Finance
- Applied Real Estate Development
- Real Estate Law

## ACTIVITIES & LEADERSHIP EXPERIENCE

**Real Estate Program Mentor** – Source of support surrounding academics, campus involvement, careers, professionalism and succeeding in the real estate major

**2019 Mulroy Real Estate Challenge at Villanova University** – Selected to represent Virginia Tech as Team Captain in a real estate development case study competition

**Campus Brand Ambassador for Lyft Ridesharing** – Developed and executed marketing campaigns, promotional events and social media content to enhance local brand awareness while effectively communicating campaign progress reports to management

**Innovate Community Ambassador** – *A living learning community centered around entrepreneurship and innovation*  
Served as first point of contact for visiting professional entrepreneurs, planned itinerary for students and program guests, administered tours for incoming prospective Innovate students

**PUMP** – *Pamplin Undergraduate Mentoring Program*



# EMMA HANCOCK

(910)-398-4612 | emmah13@vt.edu  
206 Giles Road – Blacksburg, VA 24060

## EDUCATION

Virginia Polytechnic Institute and State University – Pamplin College of Business May 2019 | Blacksburg, VA  
*Bachelor of Science in Real Estate and Minor in Residential Property Management*

**GPA:** 3.3

**Honors:** Dean's List: Fall 2016, Spring 2018, Fall 2018

**Related Coursework:** Microeconomics, Macroeconomics, Finance, Accounting, Applied Real Estate Development, Managing and Leasing Commercial Properties, Real Estate Appraisal, Real Estate Finance, Real Estate Marketing

## WORK EXPERIENCE

### CBRE

May 2018 – July 2018 | Richmond, VA

*Intern*

- Completed a rotational program within the company and gained exposure to different business lines including: asset management, brokerage sales, and debt placement.
- Established professional relationships with other interns as well as employees and was provided first-hand experience by accompanying management to meetings, conference calls, and site tours.
- Familiarized myself with the site plans, space plans, construction documents, and other building drawings necessary to analyze and understand before project implementation.

### Montague, Miller & Co. Realtors

June 2016 – August 2016 | Charlottesville, VA

*Personal Assistant*

- Assisted a real estate agent by organizing paperwork, helping in the creation of property brochures, taking photographs of homes for the company website, and writing home & property description for online blogs.

## ACTIVITIES AND ORGANIZATIONS

### Mulroy Real Estate Challenge at Villanova

January 2019 | Blacksburg, VA

*Participant*

- Competed on a team of four participants in the Real Estate Program at Virginia Tech on a case study that challenged students to apply both qualitative and quantitative skills regarding real estate development.
- Created a PowerPoint presentation along with an executive summary outlining the team's financial analysis, market analysis, and development information that went into determining the project's overall feasibility from a developer standpoint.

### Program in Real Estate

August 2018 – Present | Blacksburg, VA

*Ambassador*

- Promoted the program in Real Estate and served prospective students with information about the Real Estate major/minor at Virginia Tech.
- Worked with advisors and fellow ambassadors to help inform high school and prospective Virginia Tech students about the positive experiences I have had within the program in Real Estate.

### Alpha Chi Omega Fraternity

January 2017 – Present | Blacksburg, VA

*Member*

- Promoted awareness for domestic violence and actively worked with other members to raise money for the New River Valley Women's Resource Center.
- Participated in fundraising efforts for philanthropy events that benefited other organization's philanthropies, including: St. Jude's Children's Research Hospital, Breast Cancer Awareness, and American Red Cross.

## SKILLS AND INTERESTS

**Skills:** Microsoft Word, Excel, and PowerPoint; Google Docs

**Interests:** Travel, Real Estate Development

References Provided Upon Request

# Lydia Kressel

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## EDUCATION

**Virginia Tech**, Pamplin College of Business Graduating May 2019  
*Bachelor of Science in Real Estate, Minor in Business*

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## WORK EXPERIENCE

**Park Properties Management Company**, *Leasing Consultant* May 2018-Present

- Used Yardi Voyager property management system to log prospective client traffic and customer interactions
- Collaborated with marketing department to create invitation letters, flyers, and electronic campaigns promoting tours, events, and community initiatives
- Created bad debt reports for 6 multi-family properties
- Helped in the leasing process for luxury apartments and lease up for an affordable housing community

**Lucky Dog Animal Rescue**, *Lead Financial Analyst* March 2018 - Present

- Selected by Real Estate Department Chairman to develop a large-scale animal shelter in South Carolina. As a small team of real estate students, created a facility site design including elevations, ventilation, waste management, construction costs, and 10-year pro forma financial statements.

**Virginia Tech Services**, *Clerk* May 2016 - February 2017

- Prepared and tracked inventory order forms.
- Performed weekly inventory on PuTTY serial console.
- Trained new employees on cash register operations, controlling stock, and prepping multiple satellite locations for Virginia Tech sporting events

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## LEADERSHIP & EXTRACURRICULAR

**Collegiate Women in Business** *Spring 2017-Present*  
**Virginia Tech Entrepreneurship Club** *Fall 2016-Present*  
**Blacksburg Baptist Church** *Fall 2017*  
**United Ways - See Spot Read Spot** *Summer 2015*

- Helped underprivileged kids enhance their literacy skills by leading one-on-one and group lessons for reading comprehension, pronunciation, and grammar.

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## SKILLS & AWARDS

### Technical:

Proficient in Yardi Voyager property management platform, Argus Enterprise asset management software, and Microsoft Office (Word, Excel and PowerPoint)  
Eligible to sit for the Virginia Real Estate License Exam  
Red-Cross First Aid certified

### Awards:

2019 Virginia Tech Outstanding Community Service Award  
Spotlighted student for the 2019 Real Estate program

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## REFERENCES

**Ashley Kantruss**, Regional Marketing Manager, Park Properties, [akantruss@ppmcva.com](mailto:akantruss@ppmcva.com)

**Dr. Kevin Boyle**, Real Estate Program Director, Virginia Tech [kjboyle@vt.edu](mailto:kjboyle@vt.edu)

**Mathew Clemons**, Community Manager, Park Properties, [fieldstonemgr@ppmcva.com](mailto:fieldstonemgr@ppmcva.com)

# Rachel Julie McLevain

508 Jackson St Apt I, Blacksburg, VA 24060 | (804) 481-6632 | rachelm5@vt.edu

## EDUCATION

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Virginia Tech, Blacksburg, VA

Expected Graduation: May 2019

Pamplin School of Business

Bachelor of Science in Real Estate, Minor in Business

Cumulative GPA: 3.2/4.0

Responsible for 100% of college expenses, including tuition

## WORK EXPERIENCE

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Wyndham Destinations, Nashville, TN – Sales Intern

May 2018-July 2018

- Established rapport by building personal relationship with guests
- Led sales presentations and conducted individual property tours of the resort
- Generated a travel analysis for each guest and presented a corresponding package
- Developed problem solving and active listening skills by working with diverse clientele
- Generated over \$75,000 in gross revenue

KIND, Blacksburg, VA – Brand Ambassador

January 2018-Present

- Promote KIND brand on campus by establishing partnerships with student organizations and campus influencers
- Execute product samplings on campus during peak times, including important campus events
- Collaborate with the fellow KIND Brand Ambassador on campus to ensure monthly target of 4,000 product samplings is met
- Establish communication with Southeast Collegiate Marketing Manager through monthly tracking reports, team calls, and campus meetings throughout the semester

Village Realty, Nags Head, NC – Marketing Intern

June 2017-August 2017

- Planned and executed social media campaigns for various sales and rental listings
- Edited the company website and utilized WebGIS to acquire parcel information for rental research
- Compiled a weekly report regarding weekly rental availability for every competitor within the Outer Banks

In Balance Yoga, Blacksburg, VA – Student Worker

August 2016-May 2018

- Initiated conversations with new clients, managed client check in at peak times, guided each customer through studio space, pricing, and packaging details
- Directed clients to relevant studio events and promotional sales, as well as facilitated retail sales
- Prioritized essential studio tasks, arrived promptly for each shift, assisted with special projects from studio owner and manager
- Maintained studio cleanliness through upkeep of laundry, towels, rental mats, and cleaning supplies

## LEADERSHIP EXPERIENCE & EXTRACURRICULAR ACTIVITIES

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CREW Network Convention and Marketplace

October 2018

- Sponsored by a Virginia Tech Real Estate Advisory Board member to attend a three-day networking conference with Real Estate professionals in San Diego, California (October 2018)

Zeta Tau Alpha Fraternity

January 2017-December 2018

- Served on the Internal Philanthropy Committee and was responsible for organizing community outreach events

Real Estate Ambassador

- Selected by faculty for eight-person team to attend prospective student events and serve as a resource for new students

Multiple Sclerosis Fundraising Club

April 2018-Present

- Vice President of External Affairs and Outreach

Warm Hearth Village Volunteer

Spring 2017

- Visited the assisted living unit on a weekly basis to provide companionship and conversation to the elderly

Big Event Community Volunteer

Spring 2016

- Second largest student led community service event in the nation where participants' complete projects throughout the New River Valley

## SKILLS & INTERESTS

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**Licenses:** Tennessee Timeshare Salesperson License

**Technical:** Proficient in Microsoft Office Suite, Blackboard, Canvas, ARGUS and WebGIS. Experience with social media as a promotional platform [Facebook, Instagram, Twitter, Snapchat].

# Neil Petersen

702 Montgomery Street, Blacksburg, VA 24060 | 703-405-8850 | neil2@vt.edu

## EDUCATION

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Virginia Polytechnic Institute and State University, Blacksburg, VA

Expected Graduation: May 2019

### **Pamplin College of Business**

Real Estate Major, Property Management Minor  
Concentration in Commercial Real Estate

## WORK EXPERIENCE

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**JusTours Incorporated**, Las Vegas, NV – *Marketing Intern*

September, 2018-Present

- Manage a marketing team on campus that create and coordinate fraternity destination trips
- Help coordinate a 240-person trip scheduled in Spring 2019

**High Sierra Pools**, Alexandria, VA – *Pool Operating Manager*

June 2018- August 2018

- Managed and worked as a lifeguard at a single guard pool, while taking summer classes
- Responsible for maintaining proper chemical levels in the pool, maintaining clubhouse cleanliness, and ensuring guest's safety
- Learned how important work ethic is, especially when there's a legal and moral obligation to keep guest's safe

**Fireworksnow.com**, Bunker Hill, WV – *Manager/Assistant Manager*

June 2016–July 2017

- Summer of 2016: Managed a solo firework stand and grossed \$40,000 in sales over a 20-day period
- Summer of 2017: Promoted to help run the main company's store, and grossed \$200,000 in sales

**United Parcel Service**, Chantilly, VA – *Driver Helper*

December 2015-December 2017

- Seasonal job that consisted of truck to door delivery
- Learned how to work efficiently in a fast-paced environment, and often times unpredictable weather conditions

**Palio Ristorante Italiano**, Leesburg, VA – *Food Server/Busser*

March 2015-August 2015

- Ran food out to tables and helped maintain the restaurant's cleanliness
- Gained communication and customer service skills

## LEADERSHIP EXPERIENCE & EXTRACURRICULAR ACTIVITIES

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**Pi Kappa Alpha Fraternity**, Virginia Tech

January 2016-Present

- Philanthropy Committee
- Social Committee
- Formal Event's Committee

**Virginia Tech Real Estate Program Peer Mentor**

September 2018-Present

- Assigned a freshman real estate student to mentor and help get accustomed to college, and help inform him on what to expect going forward in the real estate program

**Virginia Tech Real Estate Club**

September 2017-Present

## SKILLS & INTERESTS

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**Technical:** Training in ARGUS Enterprise software, experience in Microsoft Word, Excel and PowerPoint

**Interests:** Basketball, traveling, architecture design, fishing, cooking, football, skiing

# Virginia McKenzie Richards

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## EDUCATION

Virginia Polytechnic Institute and State University, Blacksburg, VA

May 2019

Virginia Tech Pamplin College of Business

Bachelor of Science in Real Estate, International Studies focus area

## WORK EXPERIENCE

Park Commercial Real Estate, Inc, Blacksburg, VA - *Marketing Assistant*

May- October 2018

- Gained comprehensive understanding of PCRE's commercial portfolio (property tours, current vacancies, leasing strategies, etc.), experience in LoopNet
- Marketing processes & education: Assistance with the composition of property collateral & marketing plans for each property, assessing in-market competitors, and evaluating property improvement plans
- Analyzing property files, leases, & cap. improvement budgets & assisting w/ market research & property analysis

Richards Commercial Properties, Chilhowie, VA - *Shadowed owner, operator, & broker.*

July 2017

- Pre-leasing walk thru of retail space at a Walmart anchored, 81,297 SF shopping center in Norton VA
- Reviewed final lease terms with landlord for lease of 22,169 SF office space to Department of General Services (as a Dual Agency)
- Met property owner of 70,000 SF flex space near Bristol, VA as part of Single Tenant Lease negotiation (as a Landlord Agency)
- Inspection & survey of 147,000 SF warehouse distribution facility in Wytheville VA
- Evaluated Mixed-Use redevelopment opportunities as real property consultant for the owners
- Evaluated Tenant Mix for 5 regional Walmart anchored shopping centers & various grocery anchored centers

DeFoor Realty, Appling, GA - *Summer Intern*

June 2017

- Analyzed & previewed contracts such as Purchase Agreement, Exclusive Right to Sell, Leasing Agreements, etc.
- Attended a closing for residential home
- Created residential property listings on company website (defoorrealty.com)

Bonaventure Realty Group, VA Beach, Richmond, & Arlington, VA - *Summer Intern*

June-July 2016

- Worked daily in the leasing office of apartment complexes with current and future residents
- Shadowed professionals in development, leasing, management, and maintenance throughout the company
- Learned how to process invoices and evaluate resident account files, as well as make and receive phone calls

Richards Commercial Properties, Chilhowie, VA - *Office assistant*

2014-2015

## HONORS

Virginia Tech Program in Real Estate Scholarship Recipient consecutively from 2015-2019

Dean's List for Fall 2016- College of Architecture and Urban Studies

Dean's List for Spring 2017- Pamplin College of Business

## LEADERSHIP EXPERIENCE & EXTRACURRICULAR ACTIVITIES

Ambassador for VT Real Estate Program

VT Women's Health & Fitness Club

President of VT Real Estate Club

Abundant Life Ministries at Gateway Baptist Church

Study Abroad in Dubai: Real Estate Development

VT Engage, VT YMCA

Spanish Club

Collegiate Women in Business

## SKILLS & INTERESTS:

**Technical:** Excel, PowerPoint, Word, CoStar, LoopNet, Training in ARGUS enterprise, SketchUp 3D modeling

**Languages:** Basic Spanish

**Interests:** Real estate, sales, social media, marketing, Spanish, travel, health and fitness, sports, volunteering

# Kaylee B. Smith

kaylee4@vt.edu

757-651-9897

## College Address

4900 Heather Drive, Apt. B/D  
Blacksburg, VA 24060

## Home Address

7284 Yellow Hammer Road  
Zuni, VA 23898

## Objective

To obtain a full-time job after graduation in Houston, TX in which I can utilize my education in Finance and/or Real Estate while also gaining experience working within these fields

## Education

**Virginia Tech**, Blacksburg, VA

*Expected Bachelor of Science in Finance, Double Major in Real Estate, May 2019*

Overall GPA: 3.73/4.0

Honors: Dean's List, Fall 2015-Present

National Society of Collegiate Scholars, Fall 2016-Present

## Work

### Experience

**The Crest Apartments**, Salem, VA

*Leasing Associate*, Oct. 2018-Present

- Interact with prospects in person and over the phone and internet to lease vacant apartments
- Assist current residents with lease updates, work orders, and other concerns they may need addressed
- Perform marketing duties including posting online advertisements and conducting market and competitor studies

**AXA Advisors NEXT Step Externship**, Falls Church, VA

*Financial Advisor Extern*, Sept.-Oct. 2018

- Used critical thinking skills to help fictional clients achieve financial security
- Worked in a team to collaborate on how to establish a financial plan for a client

**Management Services Corporation**, Roanoke, VA

*Multifamily Residential Property Management Intern*, June-Aug. 2018

- Gained property management experience by closely working with industry professionals in both larger, luxury properties and smaller, more affordable apartment complexes
- Shadowed property managers to learn the financial analyses they perform, how to conduct proper legal proceedings, and how to effectively manage various property types
- Gained maintenance experience throughout all levels of authority
- Gathered information for quarterly financial statements and presented the income, accounts receivable, and bad debt portions of the Quarterly Report for the four different properties to corporate executives
- Completed a development project with a team of interns and presented the final project to the company's board executives

**Community Electric Cooperative**, Windsor, VA

*Intern*, May-Aug. 2016; May-Aug. 2017

- Managed monthly accounting spreadsheets
- Maintained daily accounting operations
- Assisted Member Services by taking payments and meter readings

## Leadership and Activities

- Beta Gamma Sigma, 2017-2018
- ARGUS University Challenge Team
  - Captain of four-person team that will compete on a national level by simulating an investment analysis of a commercial real estate property using ARGUS Enterprise
- VT Real Estate Club
- Bible Builders, leader of children's church service, 2013-2017
- The Big Event at Virginia Tech, 2016
- Relay For Life, 2013-2016

## Additional Skills

- Training in ARGUS Enterprise 11.8 software
- Fair Housing Certified
- Microsoft Word, PowerPoint, and Excel
- Google Sketch-Up
- WebGIS

# Sierra Walker

Sierv96@vt.edu  
(609) 923-7708

College Address:  
503 Center Street  
Blacksburg, Virginia 24060

Permanent Address:  
200 Paul Drive  
Moorestown, NJ 08057

- OBJECTIVE** Young Professional seeking full-time employment in Real Estate
- ACOMPLISHMENTS** Leasing team at Kettler Management met their leasing goal 10/12 weeks of internship  
Nominated to compete for the IREM Student of the Year Scholarship  
First intern hired at Colliers International: Philadelphia Office
- EDUCATION** Virginia Tech, Blacksburg Virginia, May 2019 Graduate  
Bachelor of Science Pamplin College of Business in Real Estate  
Bachelor of Science Apparel, Housing and Resource Management in Property Management  
Dean's List: Fall 2015, Spring 2016, Fall 2016, Spring 2017  
GPA: 3.5
- EXPERIENCE**
- PM and Brokerage Intern**, Colliers International, Philadelphia, PA 2018 Summer
- Shadowed brokers and property managers
  - Typed up monthly reports
  - Sent checks to investors
  - Coordinated vendor meetings with tenants
  - Updated clients about their property status
- Marketing Specialist**, Kettler Management, Tysons Corner, Virginia, 2017 Summer
- Audited and closed out files
  - Participated in company outreach
  - Completed market surveys for 14 Kettler properties in Pentagon City
  - Gave tours to future prospects and leased up a class-A building
- FreeTextbooks Sales Rep**, Blacksburg, Virginia, All-year-round
- Collected, packaged, and shipped out 300+ textbooks last semester
  - Promoted FreeTextbooks among Virginia Tech campus and built the brand
- Hostess**, Iron Hill Brewery, Maple Shade, New Jersey, Seasonal 2015-2017
- Counted and deposited over \$1,500 per night in sales
  - Used Open Table software to manage flow of restaurant
- AWARDS & ACTIVITIES**
- Sigma Kappa Sorority**, 2016 Spring Rush
- New-Membership Committee
  - Recruitment design and set up Committee
- The National Society of Collegiate Scholars**, 2015-2019
- Walk to End Alzheimers**, 2018
- Raised \$750 alone last semester
  - Raised \$39,000 as a sorority
- SKILLS** Familiar with Yieldstar, MRI, LRO, Schlege, Excel and Entrata software