# **Grace Sample**

111 Sunset Drive Boston, MA 02110 Email: Grace.Sample@sample.com Cell: (777) 111-1111

# **PROFESSIONAL EXPERIENCE**

# Raleigh Development, Boston

## November 2014–Present

National real estate developer with \$X billion in properties.

### **Financial Project Manager**

- Managed \$XXX million of mixed-use real estate projects, from concept to completion.
- Analyzed potential real estate acquisitions across XX states, completing deals totaling \$XXX million.
- Promoted to lead team of X development associates.
- Developed new valuation model that led to more than \$XX million in savings for the company.

# PXP Global Advisors, Boston

## July 2013–October 2014

Global financial advisory firm; total assets under management \$X.X billion.

#### Associate, Private Wealth Management

- Managed client services and communication.
- Researched new investment products for partners.

## **EDUCATION**

### Lehigh University, College of Business and Economics

B.S., Business Administration, Real Estate Finance Minor, (GPA 3.9), 2013 Studied abroad at the University of Cape Town (South Africa) for 5 months (2012)

### The American School in London

High School Diploma, U.S. Curriculum, 2009

## **Activities and Organizations**

#### Lehigh University CBE Study Abroad Mentor Program

Co-founder and vice president; one of two students selected to start the CBE Study Abroad Mentor Program.

#### Lehigh University Basketball Club

Treasurer

### Kappa Alpha Society, Pennsylvania Alpha Chapter

President

# SKILLS

Series 66, Project Management Professional (PMP) Certification

# Lee Sample

111 Everest Drive, Apt # 222 Arlington, VA 55555 Email: Isample@leesample.com Cell: 411-000-0000

#### Social Media:

Twitter: @LeeSampleFashion Instagram: LeeSampleFashion Personal Website: http://leesample.aboutme LinkedIn: https://www.linkedin.com/in/leesample

## **PROFESSIONAL EXPERIENCE**

## Lee Sample Fashion, LLC, Arlington, VA

Online fashion brand with annual sales of \$X million and XX employees. www.leesamplefashion.com

#### **Co-Founder and CEO**

- Developed worldwide fashion brand with XX,XXX Instagram and Twitter followers.
- Media and celebrity endorsements, including Viva, Glama and ABCD.
- Closed XX partnerships with companies in the U.S., UK, India and Russia.
- Company in process of being acquired by a leading Chinese fashion house (expected close of sale end of 2017).

### **Personal Gap Year**

Traveled to XX countries across Europe and Asia.

# Dimension Brands, Washington, D.C

Leading advertising and branding firm.

### Junior Brand Manager

• Launched social media activities for Dimension Brands.

### 2015-Present

2014

June-Dec. 2013

Internships Keisuki Fashion, New York Intern, Summer of 2012

### **Donald Investment Management, Baltimore**

Summer intern, 2010 and 2011 (3 months each)

### **EDUCATION**

#### **Johns Hopkins University**

B.A., Economics, Minor in Engineering 2013

## SKILLS

Fluent in Chinese (speaking and writing)