

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