

Sample Functional Resume

Elmer Stiles

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EXPERIENCE

2011-2012 **CITI PROPERTY INVESTORS**, New York, NY

Investment manager:

- Sourced, underwrote and analysed real estate investment opportunities in REITs, real estate operating companies, and real estate portfolios
- Wrote investment memos and presented to investment committees
- Formulated and implemented business plans and investment strategies

2005-2011 **MORGAN STANLEY**, New York, NY

Trainee Associate, Real Estate Investment Banking:

- Provided strategic financial advice to publicly-traded companies and investment management companies, including mergers & acquisitions, real estate portfolio strategies, joint-venture to recapitalizations.
- Managed and executed capital markets transactions from debt, equity-linked to equity offerings.

2004-2005 **ERNST & Young**, New York, NY

Trainee Analyst, Real Estate Advisory Services:

- Performed full-scale appraisals of commercial office properties using the Income Capitalization and Sales Comparison approaches
- Administered process to assess the overall risk and control environment of external clients with a focus on Asset Management, Corporate functions, Cash Management and Investments

EDUCATION

COLUMBIA BUSINESS SCHOOL, New York, NY

M.B.A., 2004, Finance and Real Estate

YALE UNIVERSITY, New Haven, CT

B.A., 2002, Economics and Political Science

Activities: Yale Daily News Publishing Company, Co-President, 2001-2002

ADDITIONAL INFORMATION

- Registered Representative with FINRA with Series 7 and Series 63 licenses
- Proficient in Spanish
- Extensive travel: 6 continents and 32 countries
- Interests include contemporary fiction, golf, and the New York Mets