

# JAMES SMITH

1 225 North Columbus Drive  
Chicago, Illinois 60601

james.smith@gmail.com  
(312) 789-1234

## WORK EXPERIENCE 2 ORGANIZED HEADINGS

3 Hyatt | Chicago, Illinois

Vice President – Real Estate and Development

July 2015 – Present

- CONSISTENT • Lead team of seven responsible for growth and development of full service and select service brands including Hyatt Place, Hyatt House, and Hyatt Centric across the Central and Midwest regions
- LISTING OF POSITION • Negotiate and execute over 45 franchise and management agreements for new hotel openings
- TITLES, LOCATIONS, & DATES • Leverage relationships with hotel owners, investors, and industry contacts to source new deals
- Prepare marketing materials for potential owners highlighting benefits of joining Hyatt network
- Exceeded target for number of rooms in the pipeline for the region by over 20% each year
- Represent Hyatt on panels at global industry events including ALIS, IHIF, and NYU conferences

Wells Fargo | Chicago, Illinois

Relationship Manager – Hospitality Finance Group

February 2010 – April 2013

- Secured over \$300 million in lending for new hotel developments (clients included private equity funds, public hotel companies, private investors, and institutional investors)
- Prepared internal investment memoranda for new loan opportunities
- Underwrote mezzanine, acquisition, and refinancing loans for hotels by preparing cash flow projections and conducting market analyses (competitive set, supply and demand, area economics)
- Recommended appropriate financing structures and drafted term sheets
- Identified client needs and potential opportunities for other Wells Fargo services

Ernst and Young | Miami, Florida

Senior – Transaction Advisory Services – Hospitality

September 2009 – February 2010

Staff – Transaction Advisory Services – Hospitality

August 2008 – September 2009

- Wrote over 30 market analyses and feasibility studies for proposed hospitality projects including hotels, mixed-use developments, and resorts across North America and Latin America
- Conducted discounted cash flow and other investment analyses
- Developed Excel models for internal use that increased project efficiency by 20%
- Assisted with city-wide strategic tourism planning for Latin American cities

## EDUCATION

7 8 University of Pennsylvania – The Wharton School | Philadelphia, Pennsylvania INCORPORATES

LISTS KEY EDUCATION Master of Business Administration

KEYWORDS May 2015  
NATURALLY

- GPA: 3.8; GMAT: 740
- Relevant Coursework: Real Estate Finance - Investment and Analysis | Real Estate Development | Real Estate Entrepreneurship | International Real Estate Comparisons | Urban Real Estate Economics

Cornell University – School of Hotel Administration | Ithaca, New York

Bachelor of Science in Hotel Administration

May 2008

- Minor in Real Estate
- Ye Hosts Honorary Society, Dean's List each semester

## SKILLS AND ASSOCIATIONS

- 9 • ARGUS Software
- Member of the Appraisal Institute

- Advanced Excel proficiency in financial modelling and VBA

INCLUDES HARD SKILLS & INDUSTRY INVOLVEMENT