

ALYSSA J. COUGHLIN
134 Druid Hill Road, Methuen, MA 01844
(978) 771-3978 • Alyssa.Coughlin@UConn.edu

OBJECTIVE

Seeking a position in the area of Real Estate with an emphasis on finance utilizing my analytical, management and organizational skills.

EDUCATION

UNIVERSITY OF CONNECTICUT, Storrs, Connecticut

Bachelor of Science in Business

Graduation May 2012

Major in Finance – Real Estate and Urban Economics concentration

Cumulative GPA: 3.43/4.0, Dean's List and Mildred C. Hanson SIOR Memorial Scholarship

COMPUTER SKILLS

Argus, Word, Excel, PowerPoint, Outlook, Access

WORK EXPERIENCE

GE CAPITAL, Albany, New York

Real Estate Services and Operations Intern

May 2011-August 2011

- Created and implemented an efficient quarterly tracking and reporting system for over \$3 million in brokerage commissions, which included formal presentation of the tracking system to senior level management at regional headquarters
- Supported Portfolio Managers with lease negotiations, project updates, and site selection that aided in the Real Estate transactions for GE's Energy Division
- Provided research and office support for the acquisition of an international company to ensure compliance within GE Real Estate established guidelines and policy standards
- Reviewed legal documentation with M&A team for Europe and the Middle East to complete a comprehensive overview of the status of property leases

COUGHLIN ENVIRONMENTAL SERVICES, LLC, Stoneham, Massachusetts

Office Administrator/Executive Secretary

January 2007-May 2011

- Prepared financial analyses of firms and systems for Fair Market Value determination
- Reconciled budget for \$15 million project by reviewing original invoices and adjusting entries
- Evaluated financial analysis prepared by Staff Engineers and Project Managers
- Provided clerical and office support for billing, project budgeting and scheduling of engineering services for national builders, private development firms and municipalities
- Utilized Microsoft Office based applications including spreadsheet development

EXPERIENTIAL LEARNING

Cornell Case Competition

September 2011-November 2011

- Participated in a real estate property analysis case scenario by performing financial analysis, market research and presentation of investment recommendations to a panel of prestige judges

IBM Case Competition

February 2011

- Participated in a sales-oriented business simulation involving financial analysis, strategic planning and team collaboration

PROFESSIONAL ACTIVITIES

Real Estate Society – Member

September 2011-Present

Delta Sigma Pi – Theta Iota Chapter – Professional Business Fraternity

January 2009-Present

- Served on Community Service Committee and Pledge Education Committee

COMMUNITY SERVICE

Delta Sigma Pi – Community Services Projects

2009-Present

Red Cross Volunteer/Coordinator

2008-Present