

Thomas R. Mills Jr.

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22 Blackwood Lane
Stamford, CT 06903

Objective

Seeking a full time position within a commercial real estate group's risk team.

Education

University of Connecticut, Storrs, Connecticut

December 2012

Bachelor of Liberal Arts and Sciences

Economics Major, Business/Real Estate Minor

Cumulative GPA: 3.4/4.0 Deans List

Key Skills

Expert in Argus Enterprise, DYNA and CoStar. Intermediate in Argus DCF and Excel (vLookups and pivot tables)

Work Experience

GE Capital-Real Estate, Norwalk, Connecticut

Summer-Fall 2012

Real Estate Operations, Intern

- Modeled over 65 assets (Office, Retail, Industrial, Multi-Family, Hotel, Storage, Golf Courses) from DYNA to Argus Enterprise as part of the first phase of testing for future implementation
- Documented variances between the two platforms including free rent, key money, CPI increases, vacancy allowances, and recovery structures while providing recommendations for more consistent modeling
- Led training of 10 analysts for the new Argus Enterprise by providing them with modeling tips and walking them through any issues they may have encountered
- Directly worked with Argus employees, recommending key functions for modeling to include in future versions

The TJX Companies, Inc., Framingham, Massachusetts

Summer 2011

Real Estate Associate, Intern

- Saved \$500,000 by identifying possible co-tenancy violations as outlined by lease agreements
- Reviewed and updated RetailLease database; created alerts for monitoring of retail space
- Researched market data for use in rent negotiations and property development requests

Colliers International, Stamford, Connecticut

Summer 2010

Commercial Real Estate Broker Intern

- Created and managed a database of stacking plans to track over a thousand tenants and three hundred properties throughout Fairfield and Westchester County Class A office buildings and high end retail shops
- Provided direct support to senior brokers by assisting with the generation and editing of proposals and responses to RFPs

AXA Advisors, Stamford, Connecticut

2008–2009

Recruiting Intern and Personal Assistant

- Integrated company and customer databases in order to cut client premiums
- Assisted in the future recruitment of full-time employees by utilizing sites and organizing candidate appointments

University of Connecticut, School of Business, Center for Real Estate, Storrs, CT

2010-Present

Administrative Assistant

- Managed Real Estate Center Library (largest collection of real estate publications on the East Coast)
- Helped to maintain and update student and professional contact databases, which facilitated mailings for events, fundraisers, and conferences

Leadership and Other Experience

Cornell Real Estate Case Competition, New York, NY

Fall 2010 and 2011

Analyzed commercial real estate property by identifying quantitative and qualitative risks/rewards then presented our findings to distinguished professionals

International Fraternity of Delta Sigma Pi, Professional Fraternity, Member

2008-Present

Senior Vice President, Chief Financial Officer, Chairman of Social Activities, Pledge Class President

University of Connecticut Real Estate Society, Member

2008-Present

Chief Financial Officer, Involvement Recruiter

University of Connecticut Undergraduate Business Leadership Council, Member

2010

Interests

Sports (Football, Golf, Skiing, Snowboarding), Cooking, Travel, Volunteering