

ANDREW B. KELLY

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OBJECTIVE Seeking a full time position in Real Estate utilizing relationship building, team support and analytical skills

EDUCATION **University of Connecticut**, Storrs, Connecticut

Bachelor of Science in Business

May 2014

Major: Real Estate

Minor: Spanish

Overall GPA: 3.948/4.000

Real Estate Center Award (2013)

GHAR Foundation Scholarship (2013)

Certificate of Professional Development: GBLSS (2013)

SKILLS Language: Conversational Spanish (Written and Verbal)

Computer: SharePoint; Insight; Microsoft Excel, PowerPoint, Access; HTML5

RELEVANT **UBS**, Hartford, CT

EXPERIENCE Part-Time Analyst, Portfolio Management

August 2013 – Present

Intern, Portfolio Management

June 2013 – August 2013

- Created a leasing trend analysis Excel spreadsheet for a portfolio utilizing investment briefs and Insight with the purpose of distinguishing leasing trends among properties based on property type
- Analyzed Asset Management Property Summaries and cash flow at a property and fund level to understand the fund's returns in order to aid the distribution of the fund's Annual Report
- Designed a SharePoint site for the Dispositions team through communication at team meetings and on an individual basis to improve data clarity, accessibility, and time relevance
- Reconfigured an internal fund reporting system using Access to enable clear, concise, and up-to-date reporting
- Drafted the Portfolio Activity section of the Q2 2013 Quarterly Report referencing property investment and disposition briefs, investment committee refinancing packets and legal documents
- Invited to return at the end of the summer for Fall and Spring semesters

MEK Realty, LLC, Amherst, MA

Maintenance Manager

Seasonal (2010 – 2013)

- Evaluated conditions of properties and coordinated scheduling for maintenance work in order to improve living conditions for residents
- Delegated jobs to a team of workers by identifying strengths of individuals for efficient completion of projects
- Catalogued and reported expenses and employee hours for the distribution of paychecks

Lake Bungee Lawn Service and Landscaping, Woodstock Valley, CT

Co-Owner, Entrepreneur

April 2003 – Present

- Manage finances and record keeping by inputting data in an Excel spreadsheet to represent total revenues
- Quantify and analyze cost structures of potential jobs to provide estimates to customers
- Strategize marketing plan to broaden client base by designing business cards and distributing flyers
- Provide excellent customer service by maintaining personal connections with customers to uphold business relationships, completing jobs in a timely fashion, and ensuring high quality work

OTHER **The Mark Edward Freitas Ice Forum**, Storrs, CT

EXPERIENCE Student Facilities Assistant Manager

September 2010 – August 2013

- Assist with the operation of the facility during University of Connecticut Division I Men & Women's hockey games and practices through communication and teamwork
- Collaborate with other employees to supervise and organize public skating sessions

Tolland Lacrosse Club, Tolland, CT

Lacrosse Official

April 2006 – June 2011

- Facilitated game-day operations by enforcing the adherence of rules utilizing strong leadership skills
- Interacted with coaches and mentored players to educate and inform them of game rules and strategies

ACTIVITIES **Real Estate Society**, University of Connecticut, Storrs, CT, Member

September 2012 – Present

The National Society of Leadership and Success, Storrs, CT, Member

September 2012 – Present

Golden Key International Honour Society, Storrs, CT, Member

September 2012 – Present

Intramural Volleyball, University of Connecticut, Storrs, CT, Captain

October 2012 – December 2012

UConn Ski and Snowboard Club, University of Connecticut, Storrs, CT, Member

September 2010 – Present

VOLUNTEER **DECA Big Brother Day**, Tolland, CT, Big Brother

December 2012

EXPERIENCE **Tolland Lacrosse Club**, Tolland, CT, Coach

March 2007 – June 2008