

Katherine E. Lynch

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OBJECTIVE	Seeking summer internship to use and further develop analytic, organizational, and interpersonal skills		
EDUCATION	University of Connecticut , Storrs, Connecticut <u>Bachelor of Science in Business</u> Major: Real Estate Investment and Urban Economics Minor: Psychology GPA: 3.5	May 2018	
RELEVANT COURSES	Real Estate Principles, Financial and Managerial Accounting, Business Law, Industrial Organizational Psychology		
SKILLS	Computer: Argus Enterprise, Microsoft Office Suite (Excel, Word, Access, PowerPoint)		
RELEVANT EXPERIENCE	UConn Center for Real Estate <i>Office Assistant</i>	August 2015-Present	
	<ul style="list-style-type: none">Assist with the planning and organization of real estate events including field trips and receptions with a focus on project management skillsUtilize Excel and Word to support administrative needs of faculty and staff Organize and manage finances of the officeCapture, analyze, and disseminate financial records of the department		
ACTIVITIES	Business Connections Learning Community <i>Vice President</i>	August 2014-Present	
	<ul style="list-style-type: none">Lead monthly meetings, oversee committees and manage finances and treasury duties of the Learning Community of over 150 UConn business studentsOrganize trips, promote business events, and help students build professional business skillsEarned certificate of professional development by participating in networking and industry-specific activitiesTraveled to Costa Rica to visit local companies and learn culture and international business practices		
	Real Estate Society <i>Active Member</i>	August 2014-Present	
	<ul style="list-style-type: none">Attend regional field trips, (New York, Boston, Hartford), and monthly meetings to gain further knowledge specific to the real estate investment industry		
	Forestry and Wildlife Society <i>Vice President</i>	September 2014-Present	
	<ul style="list-style-type: none">Build interest and awareness of forestry and the environmentCollect, produce, and sell maple syrup from trees in the UConn forest each springAssist president in organizing events for the club and facilitate internal club proceedings		
	HerCampus UConn (National Online Community)	January 2015-Present	
	<ul style="list-style-type: none">Author and publish online articles of interest to the <i>Her Campus</i> websiteAttend weekly writers' meetings to discuss important current events and local events on UConn campus		
VOLUNTEER EXPERIENCE	Rebuilding Macon	January 2016	
	<ul style="list-style-type: none">Traveled to Macon, GA to work on various construction projects to help rebuild local low-income homes		
	Huskython	February 2016	
	<ul style="list-style-type: none">Participated in an 18 hour dance marathon to raise over \$700k for Connecticut Children's Medical Center		
INTERESTS	tennis, violin, skiing, traveling, swimming, intramural racquetball		