



# JONATHAN COOMBES

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## OBJECTIVE

To attain a summer 2013 internship position, with the prospect of full-time recruitment, at an ethical and employee-focused real estate investing or valuation company in Connecticut.

## EDUCATION

University of Connecticut School of Business, Storrs, CT

MBA Class of 2014

## SKILLS

- Argus training and certification in Feb 2013
- Financial modeling training in Feb 2013
- Licensed CT Real Estate Salesperson
- Highly proficient in Yardi, and MS Office Suite
- Real Estate Investment & Portfolio Mgt.
- Financial Management

## RELEVANT COURSES

## WORK EXPERIENCE

1/1/2010 TO 8/3/2012

Elm Campus Partners, LLC

New Haven, CT

### COMMERCIAL ASSOCIATE (PROPERTY MANAGEMENT)

- Oversaw Yale University's retail and office districts: 1.5 million sq. ft. of real estate
- Forecast revenues and expenses of up to \$17 million with 97% accuracy; analyzed financial performance; composed monthly and quarterly budget comparison reports
- Performed rental accounting and reconciled charges for 175 triple-net commercial leases
- Supervised and coordinated a 20-person maintenance team, and 40 outside vendor companies
- Strengthened tenant relations, raising lease compliance by 20% and trimming delinquency to 2%
- Created and implemented digital information system for commercial department: improved customer service capabilities, raised process efficiency by 50%, and became prototype for all other departments
- Designed and executed training program for new Commercial Associates

6/15/2007 TO 8/2/2009

Learn School of English

Tokyo, Japan

### TEACHER/TEACHER ADMINISTRATOR

- Led a team of 3 full-time and 4 part-time English Teachers
- Made promotional presentations and composed course prospectuses, winning 25 new contracts
- Prepared and conducted English language classes for individual and corporate clients
- Created and implemented company database for management of student records and lesson notes

3/1/2006 TO 3/31/2007

Acorn English Academy

Kobe, Japan

### CHILDREN'S TEACHER

- Devised and taught a year-long curriculum of Mathematics, Social Science, and English
- Composed quarterly reports for 40 students and led parent-teacher conferences
- Conducted trial lessons and consultations with parents, increasing enrollment by 50%
- Screened and interviewed prospective teachers; provided on-the-job training to new recruits
- Teaching Assistant for Head of Real Estate Department
- Awarded merit-based full scholarship

## EXTRA CURRICULAR

## REFERENCES

References are available on request.