

# Kelly M. Yates

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## EDUCATION

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### University of Connecticut

*Bachelor of Science*

Honors Program

Major: Real Estate & Urban Economics

Minor: Spanish

GPA: 3.645

Storrs, Conn.

May 2018

## RELEVANT COURSES

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Principles of Real Estate, Financial Accounting, Managerial Accounting, Introductory Microeconomics, Introductory Macroeconomics

## SKILLS

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**Languages:** Spanish

**Computer:** ARGUS Enterprise Certification, Microsoft Office Suite

## RELEVANT EXPERIENCE

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### Massachusetts Bay Transportation Authority (MBTA)

*Intern, Real Estate and Asset Development Department*

Boston, Mass.

June and July 2015

- Researched all current purchase and sales agreements, new leases and lease extensions, valued up to \$20 million, and prepared abstracts summarizing each project for review by senior management, the Governor, Secretary of Transportation, and the Legislature.
- Compiled projected revenue from all sales and leases for inclusion in MBTA fiscal 2016 budget.
- Acted as principal contact during negotiations with a prospective lessee of MBTA property.

## OTHER EXPERIENCE

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### Center for Real Estate

*Office Assistant*

University of Connecticut, Storrs, Conn.

September 2014 – present

- Organize and maintain contact information in two separate databases.
- Contact industry professionals, alumni and students regarding center events through a monthly newsletter.
- Perform basic office duties, including answering phones; scanning and copying; and tasks requiring Microsoft Office and Outlook.

### The William Benton Museum of Art

*Visitor Services*

University of Connecticut, Storrs, Conn.

September 2014 – present

- Greet visitors to the museum, informing them of museum policies and giving directions.
- Operate telephone and provide information or transfer calls to appropriate staff members.
- Perform cash and credit transactions for new memberships and renewals and for museum store sales.

### Kane's Market

*Cashier*

Simsbury, Conn.

2013 – 2015

- Provided customer service to market patrons by answering and directing calls, greeting patrons and providing information.
- Performed cash and credit transactions accurately to maintain a balanced register.
- Assisted with out-of-store catering at local events.

## ACTIVITIES

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### Undergraduate Business Leadership Council

*Communications Head*

University of Connecticut

December 2015 – present

### Real Estate Society

*Member*

University of Connecticut

September 2014 – present

### Honors in Business Association

*Vice President of Events*

University of Connecticut

September 2014 – present