

# Benjamin I. Pulley

PO Box 49, Huntingdon Valley, PA 19006 • 267.463.3487 • Benjamin.Pulley@uconn.edu

**Objective:** To obtain a summer internship working within commercial real estate with exposure to development and management

## Education

**University of Connecticut**, Storrs, CT

*Bachelor of Science in Business*, Major Finance; Concentration Real Estate and Urban Economics

May 2017

*Bachelor of Arts*, Economics

May 2017

## Relevant Experience

Vesta Corporation, Weatogue, Connecticut

**Acquisition and Development Intern**

June 2015-August 2015

- Analyzed potential acquisition deals through financial modeling and compiled offer memorandums
- Prepared and submitted Request for Quotation (RFQ) application to government agencies

SBG Management Services Inc., Rydal, PA

**Assistant Field Supervisor**

May 2013-August 2014

- Evaluate properties for vacancies and rent readiness by preparing work order forms, purchase orders, assigning maintenance staff and hiring contractors to allow property managers to display units for potential renters

**Administrative Assistant**

- Process accounts receivable and payable by using QuickBooks, corresponding with banks to confirm deposits
- Conveyed accurate information to potential and current renters, property managers and contractors

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

*Member*

September 2013-Present

## Leadership Experience

Inter-Fraternity Council, University of Connecticut, Storrs, CT

**Executive Vice President/Treasurer**

November 2014-December 2015

- Critiqued IFC constitution by assessing current and predicting future events to establish better-utilized guidelines for the council
- Aided the president by overseeing and mentoring the other six members of the board for sufficient communication and completion of duties

Husky Village Area Council, University of Connecticut, Storrs, CT

**Chief Financial Officer, Vice President**

September 2014-June 2015

- Planned events to unify all members of on-campus Greek life housing community through interactive competitions and publicizing community events held at chapter houses

Alpha Epsilon Pi, University of Connecticut, Storrs, CT

**House Manager**

July 2014-June 2015

- Establish communication as fraternity liaison to the Residential Life Office with frequent meetings, tasks and reports due to ensure the chapter house exceeds university expectations
- Submit work requests, generate cleaning schedule for residents, and authorize resident move-ins and move-outs to ensure the chapter house exceeds university expectations

## Activities/Volunteer

Men's Club Ice Hockey, University of Connecticut, Storrs

**President**

June 2015-Present

**Member**

September 2013-Present

- Balance 10 hours/week of team practices, home and away games, team meetings, and other related administrative tasks with a full-time academic course load

Husky Ambassador Program, University of Connecticut, Storrs, CT

**Member**

February 2014-Present

- Selected by the Admissions Office to attend accepted student receptions as a student ambassador to answer questions for prospective students and their families about the university

## Skills

Computer: Word, Excel, PowerPoint, QuickBooks, Appfolio

Social Media: Facebook, Speakeasy