

MARK MISTO JR.

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OBJECTIVE

Finance undergraduate with a concentration in commercial real estate seeking full time employment in a challenging business environment while utilizing demonstrated communication, leadership, and analytical skills.

EDUCATION

University of Connecticut, Storrs, Connecticut

Bachelor of Science in Business

Major: Finance

Concentration: Real Estate

GPA: 3.59

Anticipated Graduation: May 2013

Relevant Coursework

Real Estate Finance, Investments Analysis, Financial Management

HONORS

Mark E. Freitas Scholarship

University of Connecticut, Fall 2012

University of Connecticut, Dean's List

Spring 2010, Fall 2010, Fall 2011

Rhode Island Honor Society

Inducted Spring 2009

National Honor Society

Inducted Spring 2008

EMPLOYMENT EXPERIENCE

Business Analyst Intern

Ocean Capital

Warwick, Rhode Island

05/2012 – 08/2012

- Worked directly with business development officers to assist in the origination of transactions in commercial real estate acquisitions and refinancing
- Performed cash flow, collateral, and credit analysis for commercial transactions
- Structured loan offers for clients
- Generated new business by making cold calls to commercial brokers
- Created loan reports to assist with the underwriting process

Husky Ambassador Program Coordinator

University of Connecticut

Storrs, Connecticut

09/2011 – Present

- Oversee 250 volunteers who participate in the shadowing program, service projects, and open house visits
- Coordinate the visitation program for high school seniors
- Manage volunteer efforts for the university open house and admitted student receptions

Week of Welcome Leader

University of Connecticut

Storrs, Connecticut

Fall 2010 – 2012

- Assisted and welcomed new students and their families as they moved in to the university
- Worked with a team to plan and coordinate events to facilitate interaction amongst new students
- Supervised and assisted with large group gatherings of over 3,000 incoming students

RISE Summer Camp Counselor

Moses Brown School

Providence, Rhode Island

Summers 2008 – 2011

- Worked closely with other staff members to create and coordinate a daily camp schedule

Front Desk Runner/Dispatcher

University of Connecticut

Storrs, Connecticut

09/2010 – 05/2011

- Ensured that all work requests in the university's maintenance system were up to date and sent to the proper hub
- Traveled to various locations on campus in response to lockout calls and other work requests as needed

Administrative Assistant

University of Connecticut, Tower's Hall Director's Office

Storrs, Connecticut

10/2009 – 05/2010

- Served as the first point of communication for all incoming guests, addressing concerns of students that did not require the attention of the hall directors

Farm Field Assistant

Howard Hill Farm

Foster, Rhode Island

06/2007 – 11/2007

- Assisted with many of the daily farm tasks, primarily harvesting of fruitage, cleaning animal shelters, and landscaping
- Provided customer service for visitors to the farm

VOLUNTEER/EXTRACURRICULAR ACTIVITIES

Business Leadership Society, Executive Board Member

University of Connecticut Real Estate Society

American English Language Conversation Partner

Huskies Away From Home Mentor

University of Connecticut Intramural Athletics

SKILLS

Cash Flow, Collateral, and Credit Analysis

Business Valuation

Capital Structure

Excel, Access

Public Speaking, Presentation