

## Luca Fontaine

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### EDUCATION:

**Lehigh University**, Bethlehem, PA

**Graduation:** May 2024

- Major: Finance
- Minor: Computer Science and Entrepreneurship

**GPA:** 3.44

### PROFESSIONAL & LEADERSHIP EXPERIENCE:

**RE/MAX on the Hudson**, Hoboken, NJ

**Summer 2016-Present**

- **Business Analyst:** Analyze balance sheets for laundromat businesses in town, to evaluate the best investing opportunities for our international investors
- **Lead Generation:** Used Vulcan7 to reach a hundred potential clients a day, had a 5% closing rate
- **Social Media Manager:** Run all aspects of social media marketing for RE/MAX on the Hudson, such as creating and editing content for Instagram and posting to followers(@remaxonthehudson)
- **House Presentation Creator:** Create video presentations of properties using drone equipment, edit clips using Final Cut, publish videos on YouTube, and work on social media marketing
- **Admin:** Assist with scheduling clients and other office duties as assigned, ran errands, opening and closing of the office

**Tutorverse**, Remote

**Fall 2022-Present**

- **Tutor:** Develop and implement individualized lesson plans for middle and high school students in a variety of subjects including math and science
- Assess student progress, created a safe and supportive learning environment, and provided regular feedback to both students and parents

**Barbes Restaurant**, Hoboken, NJ

**Winter 2022-2023**

- **Server:** Provided excellent customer service to guests, built, and maintained positive relationships with guests, demonstrated ability to work well under pressure, handle multiple tasks simultaneously and remain calm in high-stress situations
- Demonstrated ability to work well in a team environment and effectively communicate with other members of the staff in both French and English

**Vanguard Software Factory**, Barcelona, Spain

**Summer 2022**

- **Sales and Marketing Manager:** Created White Paper Documents for the company's offshore development projects and legacy application maintenance services. Created PowerPoint presentations to be used in marking calls and pitches
- **Lead Generation:** Communicated with potential clients via LinkedIn

### EXTRACURRICULAR ACTIVITIES:

**Investment Management Group**, Lehigh University

**Fall 2020-present**

- Actively manage a \$150,000 equity portfolio by managing positions and coordinating target industry weight
- Pitch stocks based on quantitative Excel and Bloomberg based models and market news

**Lehigh University Committee on Discipline**, Lehigh University

**Fall 2022-present**

- Lead committee to hear and discuss breaches to the University Conduct of Conduct
- Hold hearings throughout the semester and actively played a role in decision making
- Develop equitable system to reduce bias in the conduct process and promote diversity

**Chi Phi Fraternity**

**Fall 2022- present**

- Attend weekly meeting and provide constructive input to create effective agendas and achieve goals
- Engage in philanthropic events by helping the Boys and Girls Club of American and holding awareness events on campus

### ADDITIONAL INFORMATION:

**Technical Skills:** Vulcan7, Java, Python, Adobe Photoshop & Illustrator, Final Cut Pro X, Microsoft Office

**Language:** Fluent in French and Farsi