

Valeria Cerda

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Education

Endicott College

May 2014

- Bachelor of Science in Business Administration and International Business
- Cumulative GPA: 3.62
- Sigma Beta Delta Honor Society
- Study Abroad: College for International Studies (Madrid, Spain), Fall 2012

Experience

Real Estate Analyst Intern

September- December 2013

Brookwood Financial Partners (Beverly, MA)

- Assisted the Acquisitions, Marketing and Institutional Sales departments.
- Helped model and analyze prospective real estate acquisitions, including project feasibility, deal structure and returns using advanced Excel.
- Provided due diligence and asset management support for senior management and members of the Acquisitions, Asset Management and Accounting teams.
- Developed and maintained marketing materials for investor presentations.
- Assisted in the completion of RFPs and financial updates issued by consultants and institutional investors.
- Performed ongoing research related to public RFP issuance, competitor responses to RFP questionnaires, new prospects, and other market activity.

Winter Intern

January 2013

IAEPSA (Mexico City)

- Managed meetings, made travel arrangements, provided administrative support, and customer interface.
- Translated official business documents from Spanish to English.
- Helped with budget creation and accounting for high profile environmental projects.
- Assisted with corporate image and re-branding initiative.

Summer Intern

July 2011

DuPont Mexico (Mexico City)

- Served as liaison for Credit and Tax Departments.
- Conducted financial analysis.
- Created financial reports utilizing SAP software.
- Gathered information and collected data for external auditors.

Skills & Activities

- Proficient in Microsoft Word, Excel, and PowerPoint.
- Bilingual Spanish and English (Reading, writing, speaking)
- Study Abroad in Vancouver, Canada (June to Dec. 2009)