**Professional Summary**

Sample Person is a Commercial Real Estate Professional with experience in Commercial Development, Financial Analysis and Leasing. Sample has worked in both Taipei’s and Toronto’s diverse Commercial Real Estate industry, fluent in English, Mandarin and Cantonese, and is currently pursuing his Appraisal Institute of Canada Designation (AACI) at the Sauder School of Business.

# Professional Development

**University of British Columbia – Sauder School of Business June 2014 – Present**

[*Certificate Program in Real Property Assessment*](http://www.sauder.ubc.ca/Programs/Real_Estate_Division/Credit_Programs_and_Professional_Development_Courses/Real_Property_Assessment) *AACI*

**University of Toronto School of Continuing Education Summer 2013**

*Commercial Real Estate Investing*

# Relevant Work Experience

**Project Coordinator September 2012 – January 2014**

*The Rose and Thistle Group Ltd. (Toronto, Canada)*

* Assisted with Asset Managers in the detailed financial analysis, modeling, and budget reporting using Argus and Excel of 45 commercial used properties valued at $450 million spanning from office towers, residential townhouses, retail space, land and industrial lofts and warehouses across the GTA.
* Under the direction of senior management gained valuable experience in negotiating and communicating project proposals with city counselors and planners to ensure successful site plan applications and permit approvals.
* Procured and tendered development and construction projects, as well coordinated their successful completion from beginning to end while meeting designated timeline and budgets with vendors and construction specialist.
* Expert knowledge of development and construction cycle and reviewing contract leases and vendor contracts using Argus and Excel.

**Project Coordinator February 2011 – July 2011**

*GlobalTown Investment and Consulting Corporation (Taipei, Taiwan)*

* Assisted in the financial reporting, pro forma analysis, and presentation of investment proposals to International stakeholders, leasing agents and project managers in Cantonese, Mandarin and English using Excel and PowerPoint.
* Provided accurate bookkeeping and financial reporting for a portfolio of $5 million in commercial retail office space.
* Taught English to local staff of 15 team members.

**Junior Analyst Summer 2009**

*Government of Ontario – Ministry of Culture (Toronto, Canada)*

* Consulted with the Royal Ontario Museum and Art Gallery of Ontario to compile financial performance reviews for each art administration.

**Volunteer Coordinator, St. Stephen’s Church July 2008 – Present**

* Manage volunteer team and coordinate the preparation and distribution of hot meals every week for over 60 homeless/low-income families in the downtown Toronto area.

# Education

**University of Toronto – Honours Bachelor of Arts -** **2005 – 2010**