

ASHLEY LAUREN BROWN

(703) 627-1651 brown@ufl.edu

OBJECTIVE

To obtain a position in real estate investment sales or finance

EDUCATION

UNIVERSITY OF FLORIDA - Hough Graduate School of Business

Gainesville, FL

Master of Science - Real Estate

May 2010

Academic scholarship received based on academic excellence

Relevant Business Coursework:

- Fixed Income Valuation
- R.E. Market Analysis
- Primary Mortgage Markets
- Investment Property
- Venture Finance

FLORIDA STATE UNIVERSITY

Tallahassee, FL

Bachelor of Science in Real Estate

August 2007

Magna cum Laude Graduate

GPA: 3.83/4.0

Completed study abroad program in London, UK, through the University of Pittsburgh

EXPERIENCE

Corporate Analyst

January 2008 - June 2009

Cassidy & Pinkard Colliers (C&PC)

Washington, D.C.

- Performed multiple analyses on 2008 merger of C&PC, CTMT, Colliers ABR and Colliers Pinkard
- Prepared note amortization schedules and invoices quarterly for 26 company shareholders
- Created and distributed the first annual shareholder report in company history
- Assisted in the preparation and distribution of the annual budget of \$50M
- Prepared brokerage payroll for 52 brokers biweekly
- Produced, assisted and proofread confidential correspondence, memos, and PowerPoint presentations

Intern

September 2007 - January 2008

Cassidy & Pinkard Colliers

Washington, D.C.

- Created excel spreadsheets to help determine annual revenue projections for brokerage services
- Prepared commission statements for leasing transactions
- Entered lease comparables into company's internal database
- Canvassed 150 plus buildings in Tysons Corner, VA submarket to create stacking plans of building occupancy and identify tenants in the market
- Trained four other interns

Assistant to Virginia Glass, Realtor

April 2007 - August 2007

Coldwell Banker Hartung and Noblin

Tallahassee, FL

- Input and updated approximately 40 listings in MLS
- Photographed listings and prepared virtual tours
- Updated website daily
- Completed competitive market analyses on listings
- Prepared Lockbox reports and marketing service reports for clientele

COMPUTER SKILLS

Argus, Adobe Illustrator, Microsoft Office (Word, Excel, PowerPoint, Publisher, Access) Costar, TValue, MLS, REApps (a web-based real estate database), Aerials Mapping Program

LICENSURE/ACTIVITIES

Virginia Real Estate License, 2008

Florida State Real Estate Society member, 2006 - 2007

ICSC member