

ENGLISH RESUME WRITING

135 Prospect Street ~ New Haven, Connecticut 06511

Tel. (888) 234-9061 ~ E-mail: contact@englishresumewriting.com

EDUCATION

YALE SCHOOL OF MANAGEMENT

New Haven, CT

Candidate for Master of Business Administration (MBA)

2013

- Member of Business and the Environment Club, Real Estate Club, Women in Management, Arts & Culture Club, Food & Wine Club
- Involved with Center for the Business and the Environment at Yale
- GMAT: 750 (99th percentile)

YALE SCHOOL OF FORESTRY & ENVIRONMENTAL STUDIES

New Haven, CT

Candidate for Master of Environmental Management (MEM)

2013

- Will commence studies September 2011

HARVARD UNIVERSITY

Cambridge, MA

Bachelor of Arts (BA), History of Art & Architecture, cum laude

2006

- Concentration GPA 3.7. Overall GPA 3.55
- Additional coursework in chemistry, genetics, biology, elementary Chinese, economics, calculus
- New York University Study Abroad, Florence, Italy, 2005

PROFESSIONAL EXPERIENCE

Brooklyn, NY

MICHAEL VAN VALKENBURGH ASSOCIATES, INC.

2007-2010

TITLE OF JOB

Lower Don Lands, Toronto, Canada

- Developed and managed \$12M budget for initial stages of the 300-acre waterfront revitalization project in downtown Toronto, Canada.
- Negotiated contract, budget, scope, and schedule with client and team of 13 sub-consulting firms.
- Coordinated and participated in series of Stakeholder Issues Identification Meetings in Toronto with the public, stakeholders, and the City of Toronto to receive feedback on our design. Compiled and edited results into comprehensive set of planning documents to act as guidelines for the vision, design, and development of the site. Adopted by the City of Toronto in June 2010.
- Project was recognized in 2009 by Clinton Climate Initiative DV RQH RI 16 IRXQGLQJ ³&OLPDWH 3RVLWLYH' &LWLHV DV SDUW RI its Climate Positive Development Program.

HARVARD UNIVERSITY

- Managed \$5M construction administration budget for Brooklyn Bridge Park, Brooklyn, NY
- Negotiated contracts and managed multi-million dollar budgets for Hudson Park and Boulevard, New York, NY; North Grant Park, Chicago, IL; Brooklyn Botanic Garden, Brooklyn, NY; and York Quay Revitalization, Toronto, Canada

ADDITIONAL INFORMATION

- Research-writer for
- Traveled extensively throughout Italy, Spain, France, Switzerland, London, China, India, and South Africa
- Member of U.S Green Building Council, Urban Land Institute, Harvard Club of New York