

# Robert W. Dunn

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## EDUCATION

### Cornell University

Ithaca, NY

Masters of Professional Studies in Real Estate, Class of 2010

- Real Estate Development Process Teaching Assistant, Fall 2009

### Colgate University

Hamilton, NY

Bachelor of Arts, May 2005

Concentration: Political Science

- Additional Coursework in Accounting and Statistics
- Dean's Award for Academic Excellence, Spring 2005

College Consortium of International Studies, Seville, Spain, Spring 2004

Colgate Club Lacrosse, Diversity Counsel, Colgate Finance Club

### New York University- School of Continuing and Professional Studies

New York, NY

- Fundamentals of Real Estate Finance, Fall 2005

### Belmont Hill School

Belmont, MA

Graduated Cum Laude, June 2001

## EXPERIENCE

### The Related Companies

New York, NY

Summer 2009

*Analyst*

- Coordinated the implementation of a Records Management system to retain corporate and real estate records in a central, electronic database for legal compliance and business support

### Meridian Investments

Quincy, MA

Jan 2006-Aug 2008

*Assistant Vice President*

- Developed customized contact management systems to track business development activity including outgoing calls, meetings, and correspondence
- Responsible for leading marketing efforts for new private equity real estate fund
- Provided sales support to senior sales associate to close \$11 million in equity sales during 4<sup>th</sup> quarter of 2006 and \$15 million during 4<sup>th</sup> quarter of 2007
- Closed \$2 million in equity sales without senior associate during 3<sup>rd</sup> quarter of 2007
- Covered multiple regions in absence of senior associates
- Played integral role in developing and marketing new products

### X-treme Fun

Encinitas, CA

Summer 2005

*Social Event Manager*

- Coordinated scheduling and assisted with implementation of social entertainment events
- Responsible for execution and completion of events such as birthday and graduation parties
- Ran summer camp consisting of more than 20 elementary school children
- Advised clients in social event planning

## LICENSES

NASD Series 7 and 63 registered

## SKILLS

## & ACTIVITIES

Professional memberships: Urban Land Institute (ULI)

Associate Real Estate Council (AREC), VP Public Relations

Software experience: MS Office, Excel, PowerPoint, MS Project, ACT!, Argus

## INTERESTS

Athletics, International Travel, Culinary Arts