

Brian Dwyer

Brian.Dwyer@colorado.edu

<http://www.linkedin.com/in/dwyerbrian>

EDUCATION

University of Colorado at Boulder – Leeds School of Business

MBA with emphasis in Real Estate

Boulder, CO

Expected May, 2014

Stonehill College

Bachelor of Arts w/ major in Political Science

North Easton, MA

Graduated May 2007

- **Activities and Awards:** NCAA Division II Track & Field Athlete, Bronze Scholar Award for Performance in Athletics & Academics, Dean's List

EXPERIENCE

Modern Real Estate

Allston, MA

Privately owned residential brokerage & property manager focused on Metro Boston Area

Leasing & Sales Agent

October 2010-September 2012

- Show available rental properties and demonstrate the features and benefits of available units
- Provide close, personal client attention and tenacious follow-up to ensure the best service and highest sales possible
- Participate in local marketing efforts with local colleges and universities to create potential clients and increase consumer awareness
- Prepare applications, supplemental documents and leases for clients and landlords
- Act as an intermediary in negotiations between clients and landlords
- Provide cost/revenue analysis for prospective income-property buyers and assist in the buying and leasing process

Denali Construction Corporation

North Reading, MA

Builder of fine luxury homes in Greater Boston Area

Project Coordinator

August 2009-September 2010

- Coordinated simultaneous production of 2-3 high end residential and commercial construction projects
- Responsible for budgeting, payment scheduling, project estimating and pre-project planning
- Scheduled and tracked deliveries from vendors to job-sites
- Managed employee & sub-contractor labor during certain aspects of projects
- Managed client-relations with high-demand, deadline-oriented clients
- Responsible for evaluating & assisting in directing company marketing and business development

State Street Bank & Trust Corporation

Boston, MA

Fund Accountant/Portfolio Administrator

March 2008-August 2009

- Responsible to complete daily, weekly, monthly, and quarterly reporting to clients (mutual fund management firms and other institutional investors) including cash flow, income, expense and trade analysis
- Reconcile cash availability, foreign exchange and wire-transactions in real-time
- Administer trade settlement through coordination with domestic and international counter-parties
- Participated in transition of IBT work-group to State Street during merger & was integral in developing best-practices and assisting in employee cross-training