

Jessica M. Robetor

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EDUCATION

University of Colorado at Boulder – Leeds School of Business

MBA with an emphasis in Real Estate

- Leeds MBA Ambassador
- Active Member of Graduate Real Estate Association and Net Impact Club

Boulder, CO

Expected Graduation: May 2014

Siena College

Bachelor of Arts in History, Minor in Political Science

- 3.6/4.0 GPA, Cum Laude
- Member of Phi Alpha Theta and Pi Gamma Mu Honor Societies
- Study Abroad, Fall 2005 – University College, Dublin, Ireland

Loudonville, NY

Degree Conferred: May 2007

EXPERIENCE

Enterprise Community Partners

Transit-Oriented Development Intern

- Implements various strategies to successfully incorporate transit-oriented development and permanent affordable housing
- Participates in relationship building meetings to bring groups together to work towards a shared goal
- Creates educational presentations to gain support of key players and engage the public
- Edits and generates proposals and surveys for financing and lending capabilities

Denver, CO

January 2013 – Present

Breckenridge Grand Vacations

New Owner & Guest Member Contact

- Created and executed new owner outreach program to enhance owner satisfaction, achieving aggressive first-year owner utilization goals which encouraged positive referrals to other prospective owners
- Edited, compiled, and contributed to the monthly newsletter, reaching approximately 14,500 members per month and sharing targeted, relevant information to all BGV property owners
- Co-Chaired the Breckenridge Grand Vacations Green Team, responsible for implementing green practices across the organization. Successes included: company-wide composting program, appliances recycling program, and “Go Green to Work” monthly event that supported alternate transportation to the office
- Promoted twice within two years, from Reservations Counselor, to Owner Support Specialist to New Owner Contact

Breckenridge, CO

March 2010 – July 2012

Hydra Biosciences

Administrative & Executive Assistant

- Researched potential parent companies to locate merger opportunities
- Organized internal and external office events including board meetings, conferences and social events
- Created PowerPoint presentations that were presented to the Board and partner companies

Cambridge, MA

August 2008 – August 2009

Independent Power Producers of New York

Assistant

- Managed customer facing communications and regularly maintained the high-traffic company website
- Tracked bills in state legislature as well as local, state and national media

Albany, NY

February 2008 - July 2008

Chuck Caputo for Delegate

Voter Contact Director

- Recruited 150 volunteers to help in the successful campaign to elect Chuck Caputo to office
- Analyzed voter demographics and voter history in order to effectively target new voters
- Assisted finance director and campaign manager with fundraising and execution of campaign strategy

Fairfax, VA

August 2007 - November 2007

ADDITIONAL EXPERIENCE

Center for ReSource Conservation

- Temporary Board of Directors member, responsible for diversifying the funding base and creating a unique marketing plan

Boulder, CO, December 2012 - Present

Campaign Corps

- Completed comprehensive campaign training program, covering all aspects of running a successful political race, sponsored by EMILY's List

Washington, DC, July 2007 – August 2007

Senator Hillary Clinton's Albany Senate Office

- Attended political and fundraising events on behalf of the Senator & handled constituent correspondence

Albany, NY, January 2007 - May 2007

SKILLS & PROFESSIONAL AFFILIATIONS

- Lyris Email Marketing, Microsoft Office Suite, XFuse Website Managing, HTML, WebEx Webinars, TimeShareWare, Lexis/Nexis, Legislative Retrieval System, Constant Contact, MapPoint, Adobe PageMaker, Voter Activation Network, NGP fundraising software
- **Relevant Courses:** Real Estate Principles, Sustainable Real Estate, Corporate Finance, Financial Accounting, Marketing
- **Urban Land Institute:** Student Member