

Kyle Halbrook

kyle.halbrook@colorado.edu

303-845-0802

Summary of Qualifications

- Business Relations: building strong rapport with new and existing clientele
- Financial Analysis: providing robust modeling, forecasting, and reporting utilizing Excel
- Strategic Customer Satisfaction: predicting, identifying, and exceeding customers' wants and needs
- Negotiations and Conflict-Resolution: resolving discrepancies with customers and employees
- Leadership: effectively training staff in leading by example and with confidence and empathy

EDUCATION

University of Colorado at Boulder – Leeds School of Business

Boulder, CO

MBA with emphasis in Real Estate and Finance

May, 2014

- **Relevant Courses:** Real Estate Economics, Real Estate Finance, Corporate Finance, Applied Finance, Real Estate Excel Seminars

Indiana University

Indianapolis, IN

Bachelor of Science in Tourism, Convention & Event Management

May, 2008

- **3.5 GPA**

Cornell University

Certificate in Hotel Real Estate Investments and Asset Management

September 2013

EXPERIENCE

Stonebridge Companies

Englewood, CO

Real Estate Internship

June 2013 - Present

- Evaluating new and existing hotel properties by analyzing trends in historical and comparable revenues, expenses, and budget reports
- Performing market research and assisting senior management with critical decision making on operations and development by examining and collecting information on relevant market data
- Assessing and estimating direct and indirect costs associated with the development and construction of new hotel properties

White Lodging Services

Boulder, CO

Food and Beverage Manager

November 2010 – August 2011

- Trained new and existing staff members to meet and exceed standards of world-class service
- Implemented policies and procedures to ensure proper functioning of my department according to company standards
- Awarded White Lodging's "Associate of the Month" because of consistent complimentary feedback from guests
- Successfully completed White Lodging's Leadership Development Series
- Effectively worked on leadership team earning White Lodging's top ranking of Best Bar & Lounge Service in our brand

OES-Solutions

Westfield, IN

Executive Sales Manager

June 2009 – April 2010

- Met and exceeded weekly sales goals by an average of 80% through quality customer service and salesmanship
- Developed marketing strategies and sales policies to promote launch and track sales of new products
- Applied superior interpersonal skills in consistently building and growing new accounts
- Negotiated prices of products and services to ensure a profit while maintaining complete customer satisfaction