

# Michaela Haynes

Greater Los Angeles Area | 925-523-1495 | [michaela.haynes@yahoo.com](mailto:michaela.haynes@yahoo.com)

## Education

**Menlo College**, Atherton, CA — *BS Finance and Real Estate* Graduation: May 2022

- Earned Menlo's Valedictorian Scholarship and attained a cumulative 3.99 GPA.
- Completed Real Estate Finance, Real Estate Economics, and Financial Modeling.
- Enrolled in Real Estate Law and Real Estate Development: Planning, Policy, and Process.

## Work Experience

**Eastdil Secured**, Santa Monica, CA — *Summer Analyst* June 2021 - August 2021

- Created and updated ARGUS property files with market assumptions and tenant rent rolls.
- Utilized Excel to prepare rent rolls, cash flow pro formas, and market leasing assumptions.
- Prepared research on market comparables using data from CoStar and other credible sources.
- Crafted a mock offering memorandum and PowerPoint presentation to maximize property value.

**Pettinelli Financial Partners**, Redwood City, CA — *Intern* June 2020 - August 2020

- Planned client review meetings and prepared for them by collecting financial statements.
- Maintained records of client information and compiled data sets for company analysis.
- Utilized Salesforce, Royal Alliance, eMoney, and Box to complete weekly assignments.
- Worked closely with and reported directly to Senior Advisor Robert Olsen.

**Menlo College Office of Alumni Engagement** — *Project Assistant* January 2020 - June 2020

- Drafted direct mail pieces and formal emails on behalf of the office and President Weiner.
- Crafted collateral for the Potential on Fire campaign and other alumni engagement projects.
- Edited videos of successful graduates to bolster admissions and engage current students.

**Menlo College Office of Admissions** — *Oak Ambassador* September 2019 - June 2020

- Built relationships with prospective students and assisted them as they applied to Menlo.
- Catalogued students' academic documents and planned open houses through Salesforce.
- Managed the front desk in the admissions office and maintained its professional atmosphere.

**Oculus Financial Group**, Petaluma, CA — *Intern* June 2019 - July 2019

- Organized customer files, observed client meetings, and self-managed investments.
- Contributed ideas to improve marketing, event planning, and relationship building with clients.
- Utilized Excel, Outlook, and Redtail to manage new clientele and standard office tasks.

## Student Activities

**CFA Institute Research Challenge** — *Team Member* December 2020 - February 2021

- Competed as a finalist and placed 3rd against 17 colleges in the Northern California Regionals.
- Used analytical skills to interpret financial research and defend an investment recommendation.
- Collaborated on a team of five students to create a 29 page report and 10 minute presentation.

**Menlo College's Rotaract Club** — *Board Member* January 2020 - Present

- Organize membership, facilitate meeting presentations, and coordinate a quarterly newsletter.
- Lead the #OutstandingOaks social media campaign to continue club engagement remotely.
- Plan volunteering and club bonding events that serve and support the community.