

April 27, 2017

## CONTI – Summer Internship Position Available

**Role Title:** Real Estate / Marketing / Finance Intern  
**Hours:** 30-40 hrs per week  
**Rate:** \$12/hr-\$14/hr  
**Duration:** Summer of 2017

**If you are a team player and thrive in a fast-paced environment where attention to detail and accuracy are a must, please keep reading.**

**Apply Now:** <https://www.cindexinc.com/c/EA04D5>

### **Description:**

CONTI is looking for a qualified intern to join our team and assist with marketing, financial analysis and asset management related activities. Our Company specializes in multifamily real estate investments in Texas.

This intern should be prepared to work in a dynamic team environment, and will finish the internship having gained exposure to various aspects of marketing, underwriting and asset management.

### **Responsibilities:**

#### Marketing Support

- Print and assemble CONTI brochures, property business plans, CONTI presentations and other office and event materials.
- Box and prepare collateral materials via FedEx to ship to key clients.
- Keep track of inventory for reordering purposes.
- Write cards and letters to key clients on behalf of the company.
- Research addresses for mailings.
- Assist with data entry in CRM system

#### Acquisitions / Asset Management Support

- Load financials into acquisitions template.
- Assist with ad hoc projects and reports.
- Compile and log renovation documentation to facilitate escrow draws.

- Aggregate and upload data and correspondence to the appropriate server location.

#### Accounting/IT Support

- Audit and clean up data for transition to new CRM and Accounting systems.
- Scan credit card receipts and reconcile with monthly statements
- Scan other documents and upload to cloud server
- Assist with ad hoc reports

#### **Requirements:**

CONTI is looking for an undergraduate or graduate student in the Dallas area who is majoring in Real Estate, Finance, or Marketing. This person should have strong attention to detail and strong written communication skills. Must be proficient in Excel and Word. PowerPoint experience is a plus.

**Majors:** Real Estate, Marketing, Finance, Accounting, Mathematics

#### **About CONTI:**

The CONTI Organization is a nationally recognized real estate investment and asset management company that specializes in value-added multifamily real estate in Texas. Since 2008 we have acquired and sold over 5,000 apartment units with plans to actively grow to 15,000+ units.

**NOTE: DUE TO THE LARGE AMOUNT OF RESUMES WE EXPECT TO RECEIVE, ONLY THE MOST QUALIFIED CANDIDATES WILL BE CONTACTED. WE WILL RETAIN ALL OTHER RESUMES FOR ANY FUTURE JOB CONSIDERATIONS. THANK YOU.**