

ARIANA BAKLAJIAN

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16 Carlough Road, Upper Saddle River, NJ 07458

EDUCATION

UNIVERSITY OF MIAMI: SCHOOL OF BUSINESS ADMINISTRATION, Coral Gables, FL

Class of 2019

Bachelor of Business Administration, Economics and Finance

- Cumulative GPA: 3.95
- Academic Honors: President's Honor Roll, Golden Key International Honour Society, National Society of Collegiate Scholars
- Relevant Coursework: Business Statistics, Business Analytics, Business Law, Financial Accounting, Finance, Macroeconomic Theory, Microeconomic Theory

WORK EXPERIENCE

HFF, L.P., Miami, FL

June 2017 – August 2017

Summer Intern Analyst

- Developed a dynamic sales comparable database for the Retail Investment Sales division. Utilized data mining and macros in Visual Basics to build auto populating formulas and tables. Enabled team to quick search various deal metrics and filter out desired transactions
- Modeled an office building portfolio in Argus Enterprise; prepared cash flow projections to solve for valuations based on market IRR and cap rate metrics
- Completed a market overview for an RFP with specific focus on historical asking rents, occupancy statistics, demographics trends and competitive property set analysis; utilized CoStar, Real Capital Analytics and Claritas softwares
- Prepared a South Florida market overview regarding population, demographics and cultural trends for Miami-Dade, Broward and Palm Beach Counties; presented to domestic and foreign real estate investors and circulated throughout the Firm
- Created a comprehensive development map for the various Miami River construction projects; abstracted retail, office and ground leases; represented the Firm at tenant interviews and property tours; analyzed rent rolls; compiled debt term sheets

PARAMUS CARDIOLOGY SERVICES, Paramus, NJ

June 2014 – August 2015, May 2016 – August 2016

Assistant Office Manager

- Identified an opportunity to streamline operations by converting from a paper-based scheduling system to a cloud-based system. Executed on the opportunity by pitching multiple potential solutions and managing the end-to-end transition to MedicsPremier, which nearly eliminated scheduling errors and enabled office staff to optimize patient turnover
- Assisted in the office's efforts to go paperless by digitizing existing patient records into an electronic medical records database
- Supported an exceptional patient experience by communicating patient ailments to medical staff, delivering test results, processing check-outs and check-ins, and delivering patient files to physicians in advance of scheduled appointments

LEADERSHIP EXPERIENCE

REAL ESTATE & FINANCE ASSOCIATION, Coral Gables, FL

August 2016 – May 2017, August 2017-Present

Head of Development and Fundraising

- Strategized as a liaison at the Miami New Construction Show in September to source capital funding streams and corporate sponsorships as well as to develop relationships with speakers and exhibitors; resulted in increased company partnerships in REFA's premier event, "The Roundtable"
- Marketed the roundtable event by distributing informational flyers campus-wide in an effort to maximize student turnout and to diversify the attending demographic
- Promoted to President for the upcoming Fall 2017 semester

ADDITIONAL

- Proficient in: Microsoft Office Suite, Argus Enterprise, Tableau, Windows and Mac OS
- Conversationally proficient in Armenian
- Memberships: Delta Sigma Pi (business fraternity), ULift Weightlifting Club
- Hobbies & Interests: fencing, writing, weightlifting, skiing, cycling