

# KEELEY MORGAN JONES

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Sandy, UT 84094

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Mobile: 801.673.3899

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## Business Analyst • Investment Analyst • Financial Analyst • Manager

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- Consulted on investment sales in excess of \$605 million over the last 9 years
  - Expertise in complicated financial analysis and valuation of investments
  - Expertise in forecasting investment returns and financial modeling
  - Adept in creating and developing professional documents and reports
  - Expertise with many types of computer hardware and software systems
  - Demonstrated proficiency at gathering information and research
  - MBA graduate in the top of his class from the David Eccles School of Business at the University of Utah
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### PROFESSIONAL EXPERIENCE

#### CB Richard Ellis, Salt Lake City, UT: **Partner – Private Client Group Utah**

March 2008 – June 2009

**Duties:** Prepare detailed financial analyses of investment properties through the use of Argus software and Excel spreadsheets, manage support staff, manage client relationships, oversee the implementation and content of the business plan, business development, compile compute and verify information for reports, and database expansion and management.

#### CB Richard Ellis, Salt Lake City, UT: **Sales Associate**

December 2003 – March 2008

**Duties:** Prepare detailed financial analyses of investment properties through the use of Argus software and Excel spreadsheets, client relations, oversee the due diligence process in the sale of investment properties, independently determine the appropriate methodology in creating marketing and presenting materials, create advertising and newsletters, create tenant surveys, compile compute and verify information for reports, develop maps, photography, information technology support, graphics development, and database management.

#### CB Richard Ellis, Salt Lake City, UT: **Marketing Specialist**

November 1999 – December 2003

**Duties:** Prepare simple financial analyses of investment properties, independently determine the appropriate methodology in creating marketing and presenting materials, create advertising and newsletters, create tenant surveys, compile compute and verify information for reports, develop maps, photography, information technology support, graphics development, and database management.

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### TECHNICAL SKILLS

**Computers - Software:** Proficient with Argus 13, Excel, Visual Basic for Applications, DOS, Windows, Microsoft Office, Photoshop, Pagemaker, InDesign, Act, REA, Internet Explorer, Outlook, basic web development as well as a variety of other programs.

**Hardware:** Able to build, upgrade, troubleshoot and maintain PC systems, experienced in using PDAs, scanners, digital cameras and a variety of printers and other peripheral devices.

**Language -** Conversant in Spanish

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### EDUCATION

Master of Business Administration, May 2009 – David Eccles School of Business, University of Utah, SLC, UT

- Graduated in the top 10% (3.83 GPA)
- Inducted into the International Honor Society Beta Gamma Sigma (top 20% of graduates)
- Inducted into the Honor Society of Phi Kappa Phi (by invitation only at graduate level)

Bachelor of Science in Chemistry, May 2006 – University of Utah, SLC, UT

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### LICENSURE

Current Utah Real Estate License