

# SHANE SAMUELS

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## EDUCATION

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### University of Maryland

May 2025

School of Architecture, Planning and Preservation

Major: Real Estate Development; Minor: Construction Project Management

## WORK EXPERIENCE

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### Rubicon Properties

New York City, NY

*Assistant Project Manager*

December 2022 - Present

- Administering the back office tasks for construction management and property management.
- Created a database to connect invoices, contracts, and other documents to their appropriate budgets and invoice logs.

### University of Maryland, Ensuring your Financial Future through Stock Investing (BSOS201)

College Park, MD

*Teaching Assistant*

Aug 2022 - Present

- Teaching students about investing using techno-fundamental analysis and the CANSLIM strategy while grading related assignments and holding office hours.
- Creating and organizing systems to track student progress and the stock market for research purposes.

### Core Pickleball

Livingston, NJ

*Vice President of Operations*

Jan 2021 – Sep 2022

- Oversaw and managed all operations for the procurement, packaging, and shipping of millions of units of pickleballs and other inventory that were shipped globally resulting in over \$200,000 in total sales.
- Improved the operating efficiencies of the shipping warehouse and oversaw the warehouse relocation efforts.

### Glassner Carlton Financial

Morristown, NJ

*Paraplanner Intern*

May 2021 – June 2021

- Researched US equities and ETFs for portfolio acquisition on behalf of clients with firm AUM of over \$100M.
- Organized, managed, and prepared the office environment for client meetings and presentations.

### Samuels & Associates CPA LLC

Florham Park, NJ

*Accounting Intern*

Jan 2017 – Dec 2019

- Completed tax returns and other various tax related filings on behalf of clients while adhering to strict deadlines.
- Maintained administrative organization within the office by managing inventory and computer databases.

## ACTIVITIES

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### Seeking Alpha Mu Investment Fund, *Fund Manager*

May 2023 – Present

- Maintain and track the performance of the portfolio by managing cash balance, beta, execution of trades, and taxes.
- Submit reports to and host presentations for the alumni board of donors on a quarterly basis.
- Created a website, social media, and manage PR for the fund to increase the validity and authenticity.

### Phi Chi Theta Business Fraternity

*Treasurer*

December 2022 – December 2023

- Manage the fraternity's funds to ensure a healthy financial state by implementing an organized budget and tracking transactions through a general ledger.
- Increase revenue and corporate relations by creating a corporate sponsorship program.

*Philanthropy Chair*

May 2022 – December 2022

- Plan the mandatory semester philanthropic events that align with Phi Chi Theta's pillars for 80+ fraternity members.
- Organize philanthropic events including food recoveries, trash clean-ups, personal finance education for elementary schoolers, community garden, a thrift shop, a pancake making competition, and more.

### Livingston Neighbors Helping Neighbors, *Food Pantry Manager*

Dec 2019 – Aug 2021

- Managed the local Livingston food pantry to provide meals to families in need within the Livingston community
- Promoted to manager after restoring and refining the food pantry operations to provide easier access for shoppers

## SKILLS & AWARDS

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**Computer:** Microsoft Office, Google Suite, Adobe Suite, QuickBooks,

**Awards:** Youth Citizen of the Year in Livingston, NJ; President's Volunteer Service Awards

**Certifications:** Notary Public in the State of New Jersey

**Interests:** Outdoor Pursuits, Personal Finance, Marvel Comics, Financial Markets, Real Estate Investing, Luxury Real Estate Communities, Reading