

# Sean Joseph Gartland Underwood

Seattle, WA \* (425) 890-4530 \* seanugmanagement@gmail.com

## PROFESSIONAL EXPERIENCES

---

### Property Manager | Cullen Management | Seattle, WA

#### *April 2018- Present*

- Detailed revenue and expense tracking on two different properties through Quickbooks software
- Maintain properties by resolving tenant issues, completing repairs, contracting maintenance work and enforcing rules of occupancy
- Compliant focused record-keeping to keep all municipal regulations up to date

### Financial Advisor | The Finity Group | Seattle, WA

#### *May 2018- February 2019*

- FINRA -certified, Series 66 and Series 7 licensed
- Holistic Financial Planning services ranging from portfolio investment to disability insurance and estate planning
  - Effective management practices in Student Debt, Life Insurance, Taxes, Mortgages, Savings Plans, Securities Trading

### Student Tax Analyst | University of Washington | Seattle, WA

#### *August 2017- June 2018*

- K-1, 1099, 1042S Filing, Production, and Analysis
- Completed monthly Use Tax excise reports for all out of state purchases by the University
- Technical and efficiency consulting for procurement, global operations, and tax departments

### Brokerage Intern | CBRE | Bellevue, WA

#### *May 2017- September 2017*

- Market analysis on growing technology firms
- Designed outreach sequences to prospects, clients, and other groups of interest
- Developed Excel models for potential investment projects

### Property Research Intern | The Broderick Group | Bellevue, WA

#### *June- September 2013*

## EDUCATION

---

### The University of Washington

#### *September 2014- June 2018*

- Major: Foster School of Business; Finance
- UW Senate, Special Appropriations Committee Liaison overseeing distribution of \$70,000 in student activities funds
- UW Senate, Off Campus Committee Vice Chair
  - Co-sponsored/ written many pieces of legislation including calls for additional safety in student neighborhoods, strengthening of sexual assault awareness programs and changes to alcohol policy at University of Washington football games

#### *September 2019- Present*

- Runstad Department of Real Estate Masters Candidate
- Focus in Development and Real Estate Finance

## OTHER SKILLS AND CERTIFICATIONS

---

- Excel Certified, partially fluent in Sequel and HTML
- Working knowledge of business productivity software including Outreach, Microsoft Access, Smartsheet
- Comfortable and skilled presenter:
  - Pursued stand-up comedy for several years
- Series 7 and 66 Certified
- Washington State Insurance License