

VERONICA M. PRITCHARD

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SUMMARY OF QUALIFICATIONS

- Observant, motivated and goal-oriented individual who pays close attention to detail
- Problem solver with strong work ethic
- Collaborative and experienced team member with leadership and communication skills
- Work experience in sales and customer service

EDUCATION

University of Washington, Master of Science in Real Estate, expected graduation June 2023

University of Washington, Bachelor of Arts in Communication with minors in Real Estate and Nutrition, graduated June 2021

Dean's List: Autumn 2019, Winter 2020, Spring 2020, Autumn 2020, Winter 2021 (3.5+ GPA)

PROFESSIONAL EXPERIENCE

Escrow Assistant | Old Republic Title Company

May 2021— present

- Open new orders and coordinate earnest money deposits
- Prepare items for lenders and handle disbursements
- Schedule signing appointments for closing documents
- Assist a top producing Escrow Officer

Merchandising Coordinator | Greek House

February 2021 — present

- Design and share sorority merchandise orders for my specific organization across the country
- Apply digital and social media marketing tactics to drive traffic to sales
- Curate, schedule, and create content for different marketing channels 3-4 times a week

Alumnae Relations Director | Alpha Xi Delta Sorority

January 2020 — December 2020

- Foster close ties between collegians and alumnae by organizing functions, activities, and newsletters
- Create opportunities for growth and development through networking events

Guest Service Specialist | Gene Juarez Salons & Spas

July 2019 — September 2020

- Ensure smooth business operations by facilitating scheduling and communicating with artists and guests
- Utilize customer service skills to build lasting relationships and create a comfortable environment for guests

Sisterhood Director | Alpha Xi Delta Sorority

January 2019 — December 2019

- Organize large scale events for approximately 120 members aimed at building stronger relationships
- Encourage participation and involvement through creative opportunities by seeking out and implementing member feedback

- Plan and maintain quarterly budget of \$3,000

Sales Associate | Nordstrom, Downtown Seattle

June 2018 — January 2019

- Learn product knowledge and utilize it to accommodate the customer
- Represent the company mission of “customer first,” while meeting period sales goals

LEADERSHIP & VOLUNTEER POSITIONS

Honor Board Senior Representative | Alpha Xi Delta Sorority

January 2021 — Present

- Review alleged member violations and interpersonal conflicts
- Collaborate with the board to make a decision regarding outcomes
- Show compassion while holding peers accountable and helping them grow
- Uphold chapter values and standards acting as a leader and representative for the chapter

Recruitment Counselor | UW Panhellenic Association

April 2019 — September 2019

- Mentor and counsel a group of 30 potential new members going through Panhellenic Recruitment
- Listen to potential new members and provide feedback and advice to support them based on their feelings

Volunteer | Autism Speaks

September 2017 — Present

- Participate in various events and fundraisers supporting Autism Speaks and Autism awareness

SKILLS

- Microsoft Office: Word, Powerpoint, Excel, Outlook
- Google Drive: Docs, Slides
- Interpersonal communication skills
- Planning: analysis, brainstorming, decision-making, problem-solving