

# FRANK GAO

---

---

Seattle, WA 98133  
206-960-3631  
frankgaoooo@gmail.com

---

## SUMMARY

Motivated Real Estate major student seeking a full-time job in the real estate industry. Outgoing and friendly with a strong drive to learn and contribute to team success. Multilingual and fluent in English, Mandarin, and Cantonese, offering solid comprehension of cultural diversity.

---

## SKILLS

- Microsoft Office
- Google Workspace
- AppFolio
- R Studio
- Fair housing mandates
- Customer service
- Valid Washington State driver's license
- Cantonese, Mandarin

---

## EDUCATION AND TRAINING

### BACHELOR OF SCIENCE: REAL ESTATE

Expected in 03/2023

University of Washington, Seattle, WA

- Major GPA: 3.85/4.00.
- Real Estate Club Member, Sep 2021-Present.
- Completed core courseworks in Real Estate Finance and Investment, Real Estate Development, Real Estate Market Analysis and Real Estate Appraisal.

#### Projects:

- Real Estate Development Project: 813 N 115th St, Seattle WA, APN#701720-0008.
- Real Estate Market Analysis Project: Cougar Mountain 4A, Issaquah WA, APN#192406-9128.
- Real Estate Appraisal Project: Sigma Alpha Epsilon Fraternity House, Seattle WA, APN#882390-2605.

---

## EXPERIENCE

### WALLS PROPERTY MANAGEMENT

Seattle, WA

#### Assistant Property Manager

06/2022 to 09/2022

- Led different property tours to showcase amenities to prospective tenants and offered valuable information regarding major features.
- Implemented company strategies to maximize tenant satisfaction and reduce vacancies.
- Inspected properties, took pictures, and developed engaging listings to promote the sale and rental units.
- Updated tenant and unit information to keep current in housing database.

### VENUS KARAOKE

Seattle, WA

#### Customer Service Administrator

06/2017 to 03/2019

- Responded to incoming calls and emails from customers and asked open-ended questions to determine how to be of assistance.
- Responded appropriately to customer complaints, bringing major issues to the manager on duty.
- Upsold products and services to address customer needs and maximize company sales.