

KEANI SHOUP

Seattle, WA | (253)256-9655 | keanishoup@outlook.com

OBJECTIVE

Current University of Washington student studying real estate, seeking an internship to gain experience in the residential real estate field. With my organizational and interpersonal skills, as well as my base of knowledge with what I have studied thus far, my intention is to broaden my horizons and gain first-hand knowledge regarding market trends, management, finance, and sales of residential properties.

SKILLS & ABILITIES

Soft Skills: Highly adaptive to new environments, excellent interpersonal communication, well organized with efficient time management, leadership abilities, accountable in team settings.

Work Abilities: Microsoft Office, conversational skills in American Sign Language through four years of study in high school, building proficiency in Microsoft Excel.

EXPERIENCE

- September 27, 2021-Present Desk Services Representative, *University of Washington, Lander Desk*
- Maintain an organized environment by intaking and sorting packages and paper mail in the mail room.
 - Assist students and faculty members at the front desk to hand out packages and keys, as well as answer questions about the university.
- February 1, 2018-Present Supervisor, Cashier, Lifeguard, Swim Lessons Instructor, *Puyallup School District, Aquatics Center Rogers High School*
- Direct employees while providing guidance to keep the pool and surrounding areas clean and safe.
 - Effectively communicate water safety to patrons of all ages and ability levels.
 - Teach children and adults basic and advanced swimming techniques, including survival skills.
 - Demonstrate basic accounting skills while intaking up to several thousand dollars' worth of cash, checks, and card payments, and keeping accurate records of such transactions.

EDUCATION

Expected Graduation: June 2024

B.S. Real Estate, Seattle, WA, *University of Washington*

Completed Courses Include: Introduction to Real Estate, Real Estate Development Process, Accounting for Real Estate, Property Transactions

Courses In-Progress Include: Real Estate Finance and Investment, Introduction to Real Estate Data Modeling

Class of 2020

Rogers High School, Puyallup, WA, *Puyallup School District*