

OVERVIEW: Hardworking, results-driven university student with educational background in real estate operations and management. Skilled at applying constructive feedback in order to improve operational efficiency. Esteemed for superior communication abilities and exceptional work ethic. Seeking to utilize background in real estate and program management to support customer satisfaction in a new role at a progressive, client-focused organization. Looking for an Internship.

SKILLS & EXPERTISE:

- Program Management
- Project Management
- Customer Service
- Documentation
- Scheduling
- Office Administration
- Technical Support
- Communication Skills
- Problem-Solving

EDUCATION: **UNIVERSITY OF WASHINGTON** Seattle, WA
B.S. Real Estate; minor in Business Administration Expected graduation: June, 2024
◇ *Relevant coursework: Introduction to Real Estate, Property Transactions, Intro to Real Estate Data Modeling, Real Estate Valuation & Appraisal, Introduction to Real Estate Finance & Investments, Real Estate Economics & Market Analysis, Project Development, Managerial Accounting*
◇ *Member; Real Estate Club*
◇ *Active participant in intramural sports (basketball, dodgeball, ultimate frisbee, etc.)*

EXPERIENCE: **BAINBRIDGE ISLAND METRO PARK & RECREATION DISTRICT** 2019 to 2022
Camp Coordinator (June to Aug. 2022) Bainbridge Island, WA

- Coordinated administrative duties with camp office staff.
- Ensured youth engagement by conducting regular check-ins with participants as well as analyzing written evaluations.
- Organized and maintained camp inventory supply.

Co-Director (June to Aug. 2019)

- Planned, organized, and directed daily activities for youth programs.
- Collaborated with Youth & Teen Programs staff and volunteers in areas such as training and development, staff meetings, and overall staff management.
- Mentored youth and teen participants, volunteers, and staff; built positive working relationships with community partners, managers, BIMPRD staff, volunteers, and patrons.

BAINBRIDGE YOUTH SERVICES 2018 to 2020
Worker Bainbridge Island, WA

- Responded to emails from Bainbridge Island citizens promptly; assisted customers with various tasks ranging from boat repair and maintenance to yard work.

BAINBRIDGE ISLAND STABLES May to Oct. 2020
Independent Stable Keeper Bainbridge Island, WA

- Maintained twelve local stables; responsibilities included transporting horses and cleaning facilities three times per week.

TECHNOLOGY: • Microsoft Office Suite • Google Suite • Zoom
