

Andrea Shaw

Seattle, WA

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Energetic, driven, and resourceful student who applies business education and excellent written and verbal communication skills to every project with a passion for personal improvement. Seeking full time employment after graduation with a forward-moving real estate firm to build a focused, yet well-rounded foundation for a career in commercial real estate.

EDUCATION

University of Washington, Michael G. Foster School of Business

Seattle, WA

Bachelor of Arts in Business Administration

Anticipated June 2023

Concentrations: Information Systems and Marketing

Cumulative GPA: 3.7/4.0

Relevant Coursework: Introduction to Real Estate, Property Transactions, Real Estate Finance and Investment

WORK EXPERIENCE

House Wine Sales Intern

Seattle, Washington

Precept Wine

September 2022 – Jan 2023

- Responsible for maintaining relationships with 27 existing local accounts amounting to \$13,000 in quarterly revenue
- Cultivated new relationships with prospective accounts using creative and purposeful communication to expand market share
- Facilitated growth by strategically targeting existing accounts based on annual contract value of aluminum canned wine
- Collaborated with managers to close sought-after account deal, opening the door for opportunities with Precept's sub-brands
- Continue to plan and organize joint events between Precept Wine and local accounts post-internship on behalf of Precept Wine

Property Management Intern

Seattle, Washington

Greystar Real Estate and Property Management

Summer 2022

- Helped manage over 500 units at two multifamily assets in downtown Seattle resulting in occupancy rates over 97%
- Individually organized and completed 10 lease signings in 8 weeks to align with the asset's budgeted lease schedule
- Conducted property tours for prospective residents, providing superb customer service to ensure lease contract signatures
- Communicated with vendors and maintenance services to coordinate an enjoyable, well-functioning environment
- Consistently engaged with residents in a respectful and personable manner to encourage overall satisfaction and lease renewals
- Studied Seattle markets and competitive trends to ensure managed assets were uniquely and relevantly impressive

Staging Assistant

Seattle, Washington

Open House Staging Company

Summer 2021

- Analyzed the most effective interior design methods to best market single family assets in the greater Seattle area
- Categorized hundreds of pieces of inventory and supplies to increase organization in warehouse
- Prepared recently sold homes for new owners by working efficiently to transform spaces

LEADERSHIP ACTIVITIES

External House Manager, Gamma Phi Beta Sorority

2020-2021

- Communicated personally with over 150 residents regarding keys, security, internet access, and technological systems
- Operated and updated complex databases and software to manage fob keys and control access
- Served as middleman between residents and third parties such as corporation board members and service providers

ADDITIONAL INFORMATION

Leadership Skills: Team-oriented, strong analytical skills, outstanding verbal and written communication, result-oriented, observant, growth mindset, empathetic, active listening, decisive decision-making, delegation skills, eager to step out of comfort zone, ability to work collaboratively and cross functionally in a fast-paced environment

Business Resources: Microsoft Suite, Google Suite, Adobe Suite, Python, SQL, Figma

Extracurriculars and Interests: Glee Club, Tennis, Pickleball, Interior Design