

Hannah Malkin

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EDUCATION

University of Washington, Michael G. Foster School of Business

Bachelor of Arts in Business Administration, Minor in Real Estate

Cumulative GPA 3.59

Freshman Direct (early entrance program)

Seattle, WA

Graduation June 2023

Relevant Coursework: Intro to Capital Markets • Intro to Real Estate • Real Estate Development Process • Risk and Reward in Sustainable Development • Sustainable Finance and ESG Investing • Intermediate Spanish 1-3 • Advanced Spanish 1

Alba Barcelona Program

Study Abroad: International Business, Leadership and Organizational Behavior,
Art&Architecture of Barcelona

Barcelona, Spain

Fall 2022

WORK EXPERIENCE

Christine & Company

Listing Manager

- Managed multi thousand dollar listing budget, and an expansive listing calendar.
- Led relations, bookings, payment for tens of vendors, as well as facilitated communications between vendors and agents.
- Carried out administrative organizational tasks, designed and initiated promotional materials for listings ranging from moderately priced to luxury, as well as designing promotional/congratulatory posts for agents.
- Handled extensive digital and verbal communication with up to twelve agents at once.

Seattle, WA

Feb 2021 - Present

Carriage House LLC

Project Management Assistant

- Provided resources and assistance for four property family property rental service.
- Aided in managing turnover of several rental properties, marketing online property listings, and leading rental tours
- Lead property cleanup/renovation (painting, pressure washing, staining, etc.)
- Provided clerical services to Project Manager regarding property acquisition, applicant screening, lease agreements, rental rates/property valuation, etc.

Seattle, WA

May 2014 - Oct 2019

LEADERSHIP ACTIVITIES

Undergraduate Women in Business , Director of Procurement and Member

September 2021 - Present

- Led organizational capacity for procuring 40+ items for silent auction portion of annual fundraiser, which grosses over \$45,000 annually.
- Teamed with 11 other executive team members to organize and conduct weekly meetings with 100+ annual members total ranging from speaker panels, to networking events, youth mentorship, philanthropy projects, and more.
- Organized and led Commercial Real Estate Spotlight event with three guest speakers and 25+ members present.

Campus Sustainability Fund , Program Ambassador

January 2020 - March 2020

- Educated students, staff, and UW visitors on the support and funding available for student-initiated, sustainability focused projects, as well as in progress and completed projects done by CSF members.
- Representing CSF at events, in addition to promoting program initiatives, event details, and deadlines on social media.

ADDITIONAL INFORMATION

Honors: UW Deans List Winter 2020, Spring 2020, Winter 2021, Autumn 2021, Winter 2022

Skills: Proficiency in Spanish, expertise with major social media platforms (Twitter, Instagram, TikTok, etc.)

Interests: Sustainability, writing, art/art history