

## VERONICA M. PRITCHARD

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### SUMMARY OF QUALIFICATIONS

- Observant, motivated and goal-oriented individual who pays close attention to detail
- Problem solver with strong work ethic
- Collaborative and experienced team member with leadership and communication skills

### EDUCATION

**University of Washington**, Master of Science in Real Estate, intended graduation June 2023

**University of Washington**, B.A. Communication with minors in Real Estate and Nutrition, graduated June 2021

### PROFESSIONAL EXPERIENCE

#### **Vice President of Corporation Board | Alpha Xi Delta Sorority, Nu Chapter**

*December 2022 — present*

- Support the President in making decisions regarding Chapter facilities and expenditures

#### **Property Manager | Ewing & Clark Inc.**

*August 2022 — present*

- Draft leases and lease extensions
- Coordinate maintenance and respond to tenant inquiries
- Work directly on a portfolio of 30 multifamily residential properties

#### **Grader | University of Washington**

*January 2022 — present*

- Read and grade 60 students' weekly assignments and projects for an undergraduate real estate course, Property Transactions 361

#### **Escrow Assistant | Old Republic Title Company**

*May 2021 — July 2022*

- Prepare items for lenders, order payoffs, and handle disbursements
- Communicate and coordinate with various roles such as buyers, sellers, lenders, agents, and lawyers
- Assist a top producing Escrow Officer

#### **Guest Service Specialist | Gene Juarez Salons & Spas**

*July 2019 — September 2020*

- Ensure smooth business operations by facilitating scheduling and communicating with artists and guests
- Utilize customer service skills to build relationships and create a comfortable environment for guests

#### **Sisterhood Director | Alpha Xi Delta Sorority**

*January 2019 — December 2019*

- Organize large scale events for approximately 120 members aimed at building stronger relationships
- Encourage participation and involvement by seeking out and implementing member feedback
- Plan and maintain quarterly budget of \$3,000

### INVOLVEMENT

#### **Member | CoreNet**

*January 2022 — December 2022*

- Recipient of 2022 Washington Chapter student scholarship

#### **Participant | 2022 ULI Hines Student Competition**