

Qijun (Sean) Sun

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EDUCATION & COURSES

University of Washington, Runstad Department of Real Estate

Seattle, WA

Bachelor of Science with a major in Real Estate

Expected June 2023

SKILLS

- **Strong Qualitative / Quantitative Data Analysis Skills**
- **Ability to Manage Professional Relationships**
- **Microsoft Excel**
- **Customer service**
- **Property management**
- **Property leasing**
- **Excellent Written Skill**
- **Communication skill**
- **Organizational & Time Management**
- **Strong Problem Solving Skill**
- **Detail & Execution Oriented**
- **Bilingual - Fluent in Chinese Mandarin**
- **Market research**

EXPERIENCE

Residential Leasing Agent

Self employed - Seattle, WA

Present

- Conducted guided property tours both virtually and in-person to assist prospective tenants in the lease hunting process to make informed decisions.
- Screened prospective tenants by conducting background & credit checks and other due diligence to determine qualification and fit.
- Negotiated lease terms and assisted with the lease signing process with tenants.
- Built strong relationships with current tenants and provided them with personalized services as needed.

Market Research Project

University Of Washington - Seattle, WA

October 2022 - December 2022

- Took on the role of market researcher to collect and analyze consumer and competitor data, and interpreted data to identify changes and predict trends.
- Researched consumer preferences, business conditions and other factors to evaluate potential sales of products or services.

- Used Excel tools to build detailed proformas and different kinds of market research tables to help investors determine the potential of a property.

Revere Street Investment Project

University of Washington - Seattle, WA

October 2022 - December 2022

- Served as an investment advisor and put forward investment suggestions for investment projects as a reference to help investors develop a clearer understanding of investment projects.
- Advised investors on unit investment decisions by evaluating housing stats, including geographical location, floor area, construction time, house condition, and etc.
- Ensured clients' transactions are given the highest priority, made tailor-made recommendations to clients based on their needs, preferences and financial situation
- Used SWOT analysis to provide Strength, Weakness, Opportunities and Threat of the property. Helped investor analyze the risks and mitigants of property, and designed a successful strategy for the future.

Senior Housing Coordinator

Sunrise of Edmonds - Seattle, WA

Feb 2019 - May 2019

- Took initiative to reorganize and redesigned resident data input methods to improve data entry efficiency and tracking accuracy.
- Helped maintain positive resident relationships by constantly keeping an open communication with tenants and management team to ensure residents' needs are accurately met.
- Assisted the Finance Department in tracking in-house inventories by reviewing purchase history, budgeted planning documents to provide accurate data for management with decision making.

Founder & Social Media Manager of Badminton Club

Archbishop Murphy High School - Everett, WA

Oct 2018 - June 2019

- Launched and managed multiple social media accounts to increase club awareness within the community and successfully recruited the most number of students amongst all campus clubs.
- Maintained strong student interests in the club through effective daily social media posts with creative content targeting specific audience groups.
- Increased club retention rate by 10% by publishing articles with club event updates and incorporating celebrity biographical materials through the school's social platforms.