

Saba Modares

425-420-4519 | sabamodares.sa@gmail.com | Seattle, WA

OBJECTIVE

Highly motivated University of Washington student with excellent communication and organizational skills seeking entry level position in the real estate/property development and management field. My goal is to enhance my current property management experience and apply my educational background to obtain first-hand, practical knowledge of the real estate and development processes from beginning to end, leading to a career in the field.

EXPERIENCE

Leasing Agent, Su Development, Bellevue, WA February 2022 - January 2023

- Kept accurate, detailed and fully compliant records. Ensured state, local, and federal requirements were met, including extensive experience with Section 8 and Fair Housing regulations.
- Increased occupancy of a property from 53% to 97% within three months.
- Screened and performed background checks on potential tenants/clients.
- Exhibited excellent time management skills, handling up to 15 property tours a day while also coordinating and following up with tenants, prospective tenants and team members, attending meetings, filing documents.

Acting Property Manager, Su Development, Bellevue WA June 2022 - September 2022

- Coordinated projects with the renovation and maintenance teams during the pre leasing season.
- Worked with the accounting team in the prioritization of necessary tasks in order to meet deadlines.
- Resolved tenant complaints promptly and appropriately in order to ensure their needs were met.
- Planned marketing events with my three person team for 150 unit apartments to increase occupancy and positive social media reviews.

Leasing Agent/Concierge, Multifamily Elites, Bellevue, WA April 2021 - February 2022

- Handled tenant communications quickly and efficiently by responding to requests for maintenance and responding to questions and concerns in a timely manner.
- Explained building safety policies and procedures to ensure the applicants' confidence and security.
- Conducted property showings to highlight property features and increased interested clients.

Sales Associate, Barnes & Noble, Lynnwood, WA September 2019-February 2021

- Completed invoices and order items for the store.
- Answered up to 30 calls per day in a fast-paced environment, transferring callers to appropriate personnel.
 - Coordinated with authors and publishers in regards to upcoming books and orders.

Barista, Café Louvre, Edmonds, WA September 2018 - November 2018

- Secured my first job in the U.S. within three weeks of immigrating from Iran.
- Prepared numerous varieties of hot and cold beverages with high accuracy and consistently strong customer satisfaction.

EDUCATION

University of Washington, Seattle, WA

- Majoring in Real Estate, minoring in Architecture
- Honor Society member
- Completed courses include: Property Transaction, Appraisal, Real Estate Development, Real Estate Market Analysis, Culture & Construction, Intro to Architecture and Twentieth Century Architecture.
- Graduating in October, 2023

Bahar High School, Tehran, Iran, Class of 2018

SKILLS

- Fluent in English and Persian/Farsi, conversant in Arabic and Turkish.
- Exemplary interpersonal skills, outgoing and confident.
- Highly organized with excellent time-management skills.
- Driven to succeed, flexible and determined, highly adaptable to new situations.



Thank you
Saba Modares.