

Megan Long
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Education:

- University of Denver, Denver, CO Class 2014
- BS in Business Administration
 - Real Estate and Construction Management Major
 - Placed 3rd at the NAHB : Residential Construction Management Competition 2014
 - Assisted team captain
 - Headed the Construction Operations section
 - Reviewed submitted sections and compiled final draft
- Vesalius College
- Studied General Business with a focus on Project Management August-December 2012

Work Experience:

- Business Affairs Intern- Comedy Works LLC Denver, CO May-November 2013
- Filed property tax appeals for properties associated with Wende City LLC
 - Organized necessary paperwork for Cost Segregation Study
 - Created and managed Google sites for interns and their projects
- Intern- Mark R. Long Construction Los Gatos, CA June 2011-August 2012
- Conducted walkthroughs of site with GC and homeowners
 - Ensured clients were well informed on progress of project
 - Assisted in generation and updating plans per clients request
 - Updated and ordered necessary items in inventory
- Research Associate- Hanley Wood Market Intelligence Denver, CO September 2011-February 2012
- Fielded 100 weekly calls sales offices to gather sales information
 - Updated sales data for to ensure all information is accurate and up to date
 - Researched and develop profiles on new proposed developments

Other Experience:

- President- Alpha Nu Chapter, Delta Sigma Pi May 2013-March 2014
- Managed and advised chairmen and women on their planned events and responsibilities
 - Assisted in the organization and execution of events
 - Represented chapter at National and Regional Conferences
 - Acted as Risk Manager for all chapter functions
 - Encouraged leadership in members
 - Met with underperforming members and created plans for improvement in their participation
- Pledge Educator- Alpha Nu Chapter, Delta Sigma Pi May 2011-2012
- Organized 15 pledges each week to guide them through the pledging process
 - Mentored pledges and ensured they completed the program and be initiated
 - Increased the size of the chapter from 9 members to 22 by the end of my term

Clubs and Affiliations:

- National Association Home Builders Student Chapter 2013-2014
- Delta Zeta Sorority- Rho Chapter 2011-2014
- Delta Sigma Pi, Professional Business Fraternity-Alpha Nu Chapter 2010-2014

Skills:

- Microsoft Word, Excel, and PowerPoint Certified; Proficient in French