

Qualifications

- Punctual with a positive attitude
- Efficiently manage multiple tasks and meet deadlines
- Proficient communication, organizational aptitude and attention to detail
- Welcomes challenges and learning opportunities
- Able to work in any team dynamic successfully
- Keen writing skills applicable to social media, indirect media, and conventional marketing tasks
- Experienced in utilization of databases: CRM, ACT, & REA 9
- Computer skills in marketing software: Constant Contacts, Gimp, InDesign, & PCM Listing Lab
- Computer skills in general computer software: Excel, Adobe, Photoshop, Word, PowerPoint, Office, Outlook, Access, Cute FTP, & Real Fast

Education

2007 - 2010 **University of Colorado Denver** – Denver, CO | Bachelor of Science in Marketing
2012 Real Estate Diversity Initiative (REDI) – Mentorship partnered by ULI & OED

Educational Achievements

- Beta Gamma Sigma Honor Student
- Top 10% of Reed's Business School
- Dean's List
- 3.78 GPA
- Study Abroad in China | 2010
- Study Abroad in Grenada | 2009

Professional Experience

April 2011 - June 2012 | Marketing & Loan Associate | Essex Financial Group, Greenwood Village, CO
Assisted in closing approximately \$200 million in commercial mortgage debt and equity totaling approximately 30 transactions. Responsible for coordinating due diligence for loans, reviewing third party reports, helped with closing loans, coordinating servicing and various support functions. Prepared loan investment packages to include a detailed analysis of property, financials, leases, tenant credit, area demographics, comparable properties/rents/sales, and market share, with a narrative analysis of the borrower, property, location and market. Knowledge of applications to include: CoStar, RCA, and Xceligent. Updated the CRM database to facilitate a new lead generation system. Tracked data for the production pipeline. Generated over 850 leads for the team. Coordinated, created, and updated all marketing materials including recreating and distributing new advertising, press releases, marketing pieces, newsletters, brochures, web materials, financial updates, charts and financials for meetings, and all reports for the production team.

January 2009 - March 2011 | Marketing Assistant | Grubb & Ellis Company, Denver, CO

August 2007 - June 2008 | Client Services Coordinator | CB Richard Ellis, Denver, CO

Helped to market \$15,000,000 in apartment building sales at Grubb & Ellis Company in 2010. Brought in a \$20,000,000 apartment listing for my team at CB Richard Ellis, a Fortune 500 Company, in 2008. Assisted to create, edit, write, print, distribute, research, and maintain marketing materials for the sale of million dollar listings to include: offering memorandums, proposals, flyers, brochures, maps, websites, photos, newsletters, sale & listing announcements, email & direct marketing, market analysis, social media marketing, custom reports, demographic research, marketing reports, sales comparables, and rent surveys. Write website content and update multiple websites. Facilitated administrative tasks to include coordination of due diligence, property tours, answering phones, data tracking, writing, typing, and printing documents, tracking team pipeline, submitting expense reports, mailing various items, updating legal listings and confidentiality agreements, organizing team agenda/schedules, updating database of client contacts, and coordinating various tasks with vendors.

March 2004 - August 2007 | Operations Assistant | CB Richard Ellis, Minneapolis, MN

Oversaw supplies, mail, faxes, and vendor services for 350 employees at CB Richard Ellis in 2004-7. Purchased company supplies and special orders, respond to all maintenance on office equipment, answer multi-line phone system, and schedule conference rooms. Directed contact for all office vendors. Facilitated incoming and outgoing mail/faxes/emails to employees in property management, accounting and brokerage. Issued accounting statements to the corporate accounting hub. Helped administrators with excess work. Bound and mail marketing materials to clients.