

Name with middle initial

College address

E-Mail
Phone

Permanent address

OBJECTIVE: A full-time position in the ??? area.

SUMMARY (list 3 key unique strengths/features/experiences that make you different)

- *Strong time management skills from scheduling school, work and activities
- *Excellent team player through working with various types of groups
- *Very effective at organizing, trouble shooting and problem solving

EDUCATION: Colorado State University, Fort Collins, CO **Graduating May 2006**
Bachelor of Science, Business Administration **GPA**
Concentration: **Finance/Real Estate** Minor: **Spanish**

SOFTWARE: Proficient in: MS Word, Excel, Power Point,
Knowledge of : MS Publisher and Outlook, NCCAR, RealGIS

EXPERIENCE:

Receptionist, *The Group Incorporated*, Fort Collins, Colorado June 2002-Present
Answer multi-line phone system and schedule showing appointments. Enter data including surveys, mailings lists and showings. Order office supplies and prepare realtor listing and selling packets. Proficient with standard office equipment.

Escrow Officer/Assistant, *The Group Incorporated*, Fort Collins, Colorado May 2003-Present

Organize and manage contracts for 35 Realtors. Process and market listings. Prioritize deadlines and Realtors needs. Correspond with mortgage and title companies. Prepare listings for closing and finalize closed listings to meet audit requirements. Understand the legality and procedures used in contracts.

ACTIVITIES/ACHIEVEMENTS

*Member, Alpha Phi Omega **September 2002-Present**
~Banquets Chair for National Convention
~Chair for Run for Knowledge 5K Run/Walk
~Vice President of Fellowship and Membership
~Fundraising Chair

*Member Real Estate Club **August 2004-Present**

*Member, Larimer County Republican Club **May 2003-Present**

INTERESTS: i.e. which sports, arts, outdoor activities, unique things

References upon request