

Mbali Mhlongo

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EDUCATION

Bachelor of Arts, Earlham College

Business (Marketing concentration), and Psychology

Expected May 2026

Departmental GPA: 3.56

EXPERIENCE

Earlham College Admissions

January 2024 - present

Admissions student recruiter / Social Media influencer intern, Richmond, IN

- Engage and attract prospective students through events and outreach
- Create and promote content using Canva and Adobe Premiere Pro.
- Lead campus tours

Project Destined | Commercial Real Estate (CRE) Fundamentals Certificate Program

November 2023-January 2024

- Learned the fundamentals of Commercial Real Estate
- Completed three levels of live training modules focused on Market & Property Analysis, Asset Valuation, and Deal Financing
- Gained skills in Market research including risk analysis, understanding market trends, and financial modeling.

September 2024 - Present

ICSC Foundation Retail Real Estate Bridge Program

- Exposure to deal structuring and negotiation techniques from experienced professionals, learning how to align lease deals with the interests of both tenants and landlords.
- Engaging in site analysis sessions to identify ideal retail locations, conduct comparative market research, and assess competition

Office Assistant | Facilities Department, Luther College, Decorah, IA

August-December

- Receptionist and office duties that typically require keyboard skills, proofreading, checking, and recording information
- Greet customers, answer phone calls and obtain answers to questions
- Process online work order requests and assign them to appropriate staff and data analysis.

Social Media Manager | Earlham College, Richmond, IN

March 2024 - Present

- Design graphics and stories for Earlham social media accounts.
- Develop social media strategies to boost engagement.
- Plan and execute events for international student initiatives.

LEADERSHIP AND EXTRACURRICULAR INVOLVEMENT

CBRE Facilities Management Job Simulation on Forage

January 2025

- Completed a simulation focused on the complex components of facilities management
- Dissected a property inspection
- Reviewed and identified the next steps for approving a work order

2024 Hult Prize Project manager

January 2024-May 2024

- Led the conceptualization, planning, and execution of the project, ensuring alignment with the competition goal
- Presented the project to competition judges, articulating its potential impact and long-term sustainability.

GE Aerospace Explore Human Resources Job Simulation on Forage

January 2025

- Completed a job simulation involving using key HR tools and skills to help improve the HR systems at GE Aerospace
- Provided constructive feedback to a team member to help them develop and improve their performance
- Implemented the Lean Methodology by applying it to a simple everyday routine or process
- Prepared recommendations to managers in terms of which employees should receive pay rises or adjustments based on compa-ratios and established pay ranges

SKILLS AND INTEREST

Skills/certifications: Social Media Management (Facebook, Instagram, LinkedIn, TikTok), Content Creation with Canva and Adobe Creative, Videography, Community Engagement, Project Management, Excel data entry, Research.

Certifications: Real Estate Development Certificate Course, Commercial Real Estate Fundamentals Certificate.