
Robert “Mitch” Figgers

Current Address:
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Contact Number:
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EDUCATION

Virginia Commonwealth University (VCU)
Bachelor of Science in Real Estate

Richmond, VA
May 2018

RELATED COURSES

Real Estate Principles
Real Estate Law

Risk and Insurance
Real Estate Investment/Finance

Micro and Macro Economics
Real Estate Appraisal

LEADERSHIP EXPERIENCE

Fraternity of Rho Epsilon, VCU

Member

Richmond, VA
March 2016–present

- Attend fraternity meetings and networking events in a professional manner
- Recruit new members into the fraternity and prove to them the benefits of a degree in real estate
- Network with professionals in the field in order to grow VCU's Real Estate Circle of Excellence
- Involved in assisting the program with setting up activities and conferences, such as the annual TRENDS conference

Fraternity of Phi Gamma Delta

Housing Chair

Fundraising Chair

Richmond, VA
Fall 2017–Spring 2018
Fall 2016–Spring 2017

- Responsible for overseeing the fundraising activities of the fraternity and ensuring smooth money transfers
- Coordinated fundraising events that simultaneously raised money and benefit the community
- Currently searching for and finding affordable housing for brothers which also benefits the fraternity as a whole
- Grouping brothers in order to find them houses that are affordable for all that desire to live together

ADDITIONAL EXPERIENCE

Lunch or Supper

Host (2018-2021)/Server (2021-Present)

Richmond, VA
December 2018–Present

- Responsible for being the first point of contact for guests at the door: greeting them with a positive attitude that ensured they felt comfortable
- Managing the wait list: Giving accurate wait times, paging guests to be seated, and
- Once serving, ensuring a positive and comfortable experience for all guests, varying on needs tailored to each
- Providing knowledge of the menu and our services to assist guests in guiding them through their courses

Cleartrail Real Estate

Operations Manager Trainee

Richmond, VA and Stillwater, OK
June 2018–October 2018

- As a trainee, it was my duty to answer the complaints line and handle issues with residents that could not be handled by on-site property managers
- Responsible for receiving quotes from contractors over the Eastern half of the US, and ordering work when approved
- Moved out to Oklahoma to be an interim property manager for 5 different mobile home parks

Department of General Services- Division of Real Estate Services

Administrative Assistant

Richmond, VA
May 2016–August 2017

- Responsible for organizing files in a manner so that transaction managers could easily access them
- Examine and evaluate state leases with private owners and local municipalities in order to file them correctly
- Interact with transaction managers, lease managers, and more in order to determine aspects of a lease

- Use Geographic Information Systems in order to create Plats of state-owned land for the surplus department
- Cooperate with other interns on special projects for the entire division and certain conferences