

Tammy A. Wise

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OBJECTIVE Seeking an internship in the real estate field utilizing communication, attention to detail, and organizational skills.

EDUCATION **University of Connecticut**, Storrs, Connecticut Expected graduation: May 2017
Bachelor of Science in Business
Major: Finance
Minor: International Studies
GPA: 3.38/4.00

IES Abroad, Barcelona, Spain Sept. 1, 2015- Dec. 18, 2015
Coursework in Liberal Arts and Business

RELEVANT COURSES Finance: Investments & Security Analysis, Real Estate Markets

SKILLS **Language:** Basic, conversational Spanish
Computer: Microsoft Word, Excel, Access

RELEVANT EXPERIENCE **Indeed.com**, Stamford, CT June 2015- August 2015
Client Services Intern

- Analyzed and responded to inquiries from over 300,000 Small Business Advertisers
- Identified and secured revenue through the upselling of products
- Conducted client research and background checks for optimal search quality
- Collaborated with Client Services interns to present a project of research and recommendations on client retention to global offices

RHYS Commercial Real Estate, Stamford, CT June 2013- August 2013
Sales Associate

- Contacted over 1000 prospective tenants via phone and email
- Performed general administrative work, including filing, creating spreadsheets, and acting as a receptionist

Mish Mosh Market, Stamford, CT June 2013- August 2015
Assistant Store Manager

- Managed and processed cash, payments, and deliveries
- Responded to all customer service issues, ensuring customer satisfaction and repeat business

ACTIVITIES / ASSOCIATIONS

- Alpha Kappa Psi- Co-ed Business Fraternity**, Storrs, CT October 2014- Present
- Finance Society**, Storrs, CT September 2014- Present

COMMUNITY SERVICE

- Abilis Inc.**, Stamford/Greenwich, CT September 2008- June 2015
- HuskyThon**, Storrs, CT January 2015- Present

INTERESTS Sports/Fitness, cooking, travel, criminal justice