

Kelsey A. Rath

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Current Address

308B Stowe
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Permanent Address

43 Old Colchester Road
Hebron, CT 06248

Education:

University of Connecticut, Storrs, CT
Bachelors of Arts in Political Science, Minor: Business
Dean's List: Fall 2009 **Major GPA:** 3.62/4.00 **Minor GPA:** 4.00/4.00

Anticipated Graduation, May 2011

Western New England College, Springfield, MA
Major: Political Science
Dean's List: Fall 2007, Spring 2008, *Member, Alpha Lambda Delta*

September 2007-May 2008

Relevant Coursework:

Real Estate Principles, GIS Applications and Use of the Internet in Real Estate, Managerial & Interpersonal Behavior, Legal & Ethical Environment of Business, Business Organizations and Governance, Public Speaking, Urban Geography

Work Experience:

Robert M. Elliott, P.C., Marlborough, CT
Legal Assistant

November 2006- Present

- Interface with clients and opposing counsel through appointments and teleconferences
- Assist Attorney and Chief Paralegal with preparation of legal documents and court appearances
- Reported monthly profit & loss, created lease agreements & amendments, updated monthly rent rolls
- Analyze appraisals of three multi-million dollar properties on the island of Nantucket
- Aid in Property Management of three Commercial Shopping Centers in Marlborough, Connecticut

UConn Center for Real Estate, Storrs, CT
Administrative Assistant for Fall 2009 Semester

September 2009- Present

Activities:

Pi Sigma Alpha, National Political Science Honors Society, *President*, Storrs, CT

- Developed a Mentoring Program to be implemented in the Spring of 2011
- Serve as the liaison between faculty and students
- Conduct Executive Board meetings where work is delegated to ensure effective productivity

Real Estate Society, *Co-Vice President*, Storrs, CT

- Coordinate networking events for all members to attend
- Attend Capital Market presentations

Alpha Kappa Psi Professional Business Fraternity, Storrs, CT
Vice President of Alumni and External Relations, Founding Member,
University of Connecticut Undergraduate Business Leadership Council Representative

- Work diligently to build and foster relationships with Alumni in the Northeast Region
- Actively plan events for all members to work towards becoming a more cohesive chapter
- Represent Alpha Kappa Psi by attending monthly meetings with other School of Business organizations

University of Connecticut Business & Law Society, *Secretary*, Storrs, CT

- Record meeting minutes as well as effectively correspond with all members about future meetings and networking events

UConn Connects, *Facilitator/Intern* Storrs, CT

- Worked closely with and mentored a case load of five UConn students on academic probation to monitor their academic progress throughout the Spring 2010 semester
- 120 hour, 3 credit internship

Awards:

University of Connecticut School of Business Global Business Leadership Seminar Series Certificate of Professional Development, May 2010, Ned Heberger Student Fund Scholarship, Spring 2011

Skills:

ARGUS -DCF Certified, Co-Star, Microsoft Office, Verdict 10 Legal Billing System, CPR/First Aid Certified