

Laura M. O'Malley

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EDUCATION:

University of Connecticut, Storrs, Connecticut

Class of 2014

Bachelor of Science in Real Estate and Urban Economic Studies

Overall GPA 3.5/4.0

Business Dean's List Spring 2012, Fall 2013, and Spring 2014

Awards: Byrl N. Boyce Valuation Scholarship Recipient 2012, William N. Kinnard Jr./CREUES

Alumni Scholarship Recipient 2013, The Connecticut Association of Realtors Scholarship 2013

PROFESSIONAL EXPERIENCE:

Charter Environmental, Boston Massachusetts

Administrative Assistant

July 2014 – Present

- Collect and enter invoices using Sage Timberline Office
- Process 200+ checks on a weekly basis and prepare them for mailing
- Book travel arrangements for the Vice President
- Greet clients and visitors; answer and direct calls from the main office telephone
- Order catering and office supplies online and by telephone

Engel & Völkers Boston, Boston, Massachusetts

Administrative Assistant Intern

May 2013 – August 2013

- Created listing sheets and other personalized materials for agents in Photoshop
- Used MLS database to document quarterly sales transactions in Excel for headquarters
- Utilized MailChimp to develop email marketing newsletters
- Organized files for active and closed properties and rentals
- Coordinated and maintained office schedule

Connecticut Department of Consumer Protection, Hartford, Connecticut

Intern to State Examiner

May 2012 – March 2013

- Assisted with the federal appraiser and broker audits
- Organized audit data in Excel and government database
- Approved Disney timeshare advertisement materials for the State of Connecticut
- Assisted consumers by responding to daily inquiries and directing calls

LEADERSHIP ACTIVITIES:

University of Connecticut Real Estate Society

Fall 2011 – May 2014

Marketing and Events Chairman

Coordinated with the executive board to prepare frequent networking events and provide information seminars, scholarship opportunities, and mentoring connections for members.

Kappa Kappa Gamma

Fall 2011 – May 2014

Assistant to the Public Relations Chairman

Worked with the Public Relations Chairman to support on-campus and national communications.