

Madeline Farrell

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Objective

Motivated individual seeking a position as a Real Estate Assistant to utilize my acquired knowledge and skills in management, marketing, and real estate and employ exceptional organizational and time management skills.

Education

California Real Estate License, *Allied Real Estate School*
B.S. Management & Marketing, *Iowa State University*

Jan 2018 – Present

Aug 2016 – Dec 2017

Experience

Elkay Manufacturing – Assembly Coordinator

May 2016 – Aug 2016

- Increased production efficiency by inspecting and sorting the products on a daily basis to organize and ensure they met the standards.
- Reduced the number of errors in production by repairing the resources that fails to meet the requirements.
- Worked with a group of co-workers to sort, organize, and construct the products.
- Managed and collaborated with a team of co-workers to effectively inspect and establish the products.

Marsden Pharmacy – Pharmacy Assistant

Jan 2015 – June 2016

- Handled transactions, answered phone calls, delivered medications to patients, and did clerical work in the pharmacy.
- Improved the process of delivering the prescriptions to the patients by assisting a licensed pharmacist with organizing and preparing medications for patients.
- Provided top-notch service to patients by effectively communicating with them in both face-to-face and over the phone conversations.

Volunteering

Ridgeview Medical Center, Front Desk - Waconia, MN

- Greeted guests at the main entrance and assisted guests when they had questions.
- Directed visitors and families to different areas of the hospital and served as a checkpoint for visits.

Harbor Assisted Living - Norwood, MN

- Organized, planned, and managed numerous events and celebrations.
- Assisted with tasks and deliveries throughout the home as needed.
- Participated in helping the elderly navigate during outings and activities.

Campus Involvement

- **Iowa State University Enactus** - Demonstrated my knowledge and passion for business by collaborating with other students and professors to establish a better and more sustainable world. We aim to improve the lives of people nationwide by implementing community outreach projects.
- **Iowa State Investment Club** - Acquired opportunities to learn first-hand about investing and explore the field of finance and investments.
- **MedLife Club** - Allowed me to improve the access of medicine, education, and community development initiatives for low-income communities in Latin America through volunteering and student empowerment.
- **WE** - Allowed me to identify issues and develop solutions to help uplift communities' current status quo through volunteer opportunities, group discussions, and essential networking.

Additional Skills

- Proficiency in Excel and Microsoft Office Suite
- Web Development - HTML, CSS and JavaScript
- Organizational Skills, Time Management, & Teamwork