

Leila Montoya

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EDUCATION

University of St. Thomas, St. Paul, MN Expected Graduation: May 2028
Bachelor of Business - Entrepreneurship, Bachelor of English - Literature and Writing
GPA: 4.0/4.0
Diablo Valley Community College, Dual Enrollment, San Ramon, CA
GPA: 4.0/4.0 2022-2024

EXPERIENCE

Administrative Assistant August 2023 – May 2024
Garcia Real Estate Team (EXP Realty), East Bay, CA

- Provide guidance to a team of eleven real estate agents and organize their client showings, including coordinating with outside agents and businesses
- Research houses and prepare the necessary paperwork for buying/selling contracts using the Multiple Listing Service (MLS)
- Create spreadsheets for organizing and tracking client information for future use

Canine Companion, Enrichment Coordinator December 2023 - July 2023
Dublin Society for the Prevention of Cruelty to Animals (SPCA), Dublin, CA

- Collaborated with 10+ employees and volunteers to provide for 20+ dogs' needs
- Answered customer questions and coordinated their interaction with the animals to facilitate adoption
- Maintained a clean and organized workplace that benefitted the well-being of the animals and workers

Grocery Clerk December 2023 - June 2023
Sprouts Supermarket, San Ramon, CA

- Organized new shipments and made sure shelves were kept stocked
- Helped customers find or order products, or connected them with a supervisor
- Kept the store neat and running smoothly, leading our store to be the most efficient and successful branch in the East Bay Area

Involvement

UST Club Sailing Team 2024 - Present
Based in Wayzata, Minnesota and we travel across the Midwest for national regattas

Projects

Medium Writer 2024 - Present
Writing business centered articles based on interviews I conduct in the Twin Cities