

Leila Montoya

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Education

University of St. Thomas

Saint Paul, MN

Bachelor of Business - Entrepreneurship, Bachelor of English - Literature and Writing

- GPA: 4.00 /4.00

Expected Graduation May 2028

Diablo Valley Community College

San Ramon, CA

Liberal Arts

Dual Enrollment

- GPA: 4.00 /4.00

Experience

Garcia Real Estate Team (EXP Realty), East Bay, CA

East Bay, CA

Administrative Assistant

Aug 2023 – May 2024

- 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

Dublin Society for the Prevention of Cruelty to Animals (SPCA)

Dublin, CA

Canine Companion, Enrichment Coordinator

Dec 2023 – Jul 2023

- 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

Sprouts Supermarket

San Ramon, CA

Grocery Clerk

Dec 2023 – Jun 2023

- 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

Projects

Medium Writer

2024 – Present

- Interviewing business leaders in the Twin Cities to learn about their experiences and perspectives
- Writing articles that share the key aspects of their journeys and highlight their unique messages
- Editing articles for clarity and readability to ensure a strong narrative voice

Involvement

UST Club Sailing Team

Publicity Chair

2024 – Present

- Responsible for overseeing all media content and sharing our tight-knit sailing community with the campus
- Write stories for our blog based on regatta experiences, classroom sessions, practice days, and team members
- Our maintained regional status allows us to compete in regattas at renowned universities across the Midwest