

# 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

- Writing business centered articles based on interviews I conduct in the Twin Cities

## Involvement

### UST Club Sailing Team

2024 – Present

- Our maintained regional status allows us to compete in regattas at renowned universities across the Midwest