

**MAXIMILLIAN BROWN** 1330

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## **OVERVIEW AND OBJECTIVES**

I just graduated from the University of Oregon while obtaining a degree in Business Administration with a concentration in Finance. I am currently seeking a job that will enhance my knowledge in the real estate industry. I am confident that my ability to overcome obstacles, clarity of purpose when it pertains to career goals and previous leadership experience makes me a good candidate for this industry.

## **SKILLS AND ATTRIBUTES**

- Familiar with Microsoft Office, Excel, and PowerPoint
- Quick Learner
- Collaborative
- Good communicator
- Works well under pressure
- Contributing team member in group scenarios

## **Experience**

**Keller Williams Real Estate Company**, Internship June 2019-Sept 2019

- Helped and directed open houses on the weekends
- Managed and cleaned properties the company had listings on
- Took part in planning and strategizing photoshoots at homes'
- Attended company meetings and took notes

**Oakley, Inc.**, Sales Associate June 2018- Sept 2018

- Provided outstanding customer service to each customer by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid Oakley product knowledge and all other aspects of customer service as deemed necessary
- Advise customers by providing them information on products
- Aid customers in locating merchandise and assist in ringing up sales at registers

#### **Nekter Juice Bar, Juicer June 2017- Sept 2017**

- Consistently served all Nekter Juice Bar products to specifications
- Stocked supplies on an ongoing basis
- Cleaned and maintained customer access areas to include front area, restrooms, parking lot, and any other areas

#### **Brown Metals Company, Office Assistant June 2016 – Sept 2016**

- Office clerical duties including filing, scanning, marketing assistant
- Warehouse duties including production and after hours' clean-up duties

#### **Camp Wekeela, Camp Counselor June 2015 – August 2015 Important things I learned:**

- Making decisions quickly and efficiently under pressure
- Leadership
- Teamwork
- Communication between parents and their children

## **LEADERSHIP/ACTIVITIES**

Grand Treasurer- Gamma Alpha Chapter of Kappa Sigma

- Regulated and help brainstorm ideas by setting up bi-weekly meetings with the philanthropy chair and social chair to achieve an affordable event that works in the budget that would also allow the event to reach maximum potential.
- Increased transparency by collecting dues and better communicating money allocation goals, overall increasing trust within the organization
- Constructed a budget with the funds collected by establishing a basis with each chair to figure out how much is necessary and why these funds should be allocated, eventually creating an excel spreadsheet with this budget to track expenses and make sure they add up correctly.
- Created a payment plan that insured free travel for 15 members to a leadership conference in New Orleans by collaborating with a fellow member, in order to incentivize the members of the group to attend.

#### Executive Brand Ambassador- University of Oregon Sales Club

- Promoted the University of Oregon Sales Club by strategizing speaking arrangement, where to hold tabling events as well as where to hand out flyers, which accomplished a stable and smart club environment by positively representing sales club, ultimately increasing club membership.
- Created surveys within the club that would help us establish a basis of what majors attend the club allowing us to determine another way to get multiple majors involved in our organization, in addition to figure out where prospect members can be recruited.

## EDUCATI ON

*Laguna Beach High School, Laguna  
Beach CA 2016 Graduate with Honors  
University of Oregon, Eugene OR  
Business Administration Major Graduated  
in 2020*