

ROSE RECHTIEN

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PROFESSIONAL SUMMARY

I am an aspiring public relations professional looking for a position in an organization where I can use my talents to make a difference.

EDUCATION

Murray State University;
Murray, KY | Bachelor of Arts,
Public Relations
Sports
Communication/Organizational
Communication; May 2020

CORE SKILLS

- People leadership
- Time management
- Conflict resolution
- Customer service
- Self-motivated
- Adobe Creative Cloud Suite
- Creative Writing
- Multi-task
- Initiative
- Microsoft Office
- Notary Public
- Licensed Real Estate Agent
- Yardi Voyager

EMPLOYMENT BACKGROUND

Lease Administrative Assistant

G.J. Grewe, Inc. | July 2020 - Present

- Run property management and financial reports as needed for board review
- Update and maintain lease and property management information in appropriate databases
- Assist in the compilation of CAM reconciliations for over 3,000 tenants

Desk Worker

Murray State University | August 2019 - April 2020

- Maintained confidentiality and security of resident information
- Enforced Murray State University residence life policies
- Provided exceptional customer service to all who entered the building

Resident Advisor

Murray State University | August 2017-May 2019

- Coordinated social and educational programs for over 300 residents
- Interacted with other resident advisors to create a welcoming environment
- Acted as first point of contact between residents and University Housing department

Special Event Server

Russo's Catering | December 2015-May 2019

- Aided in the set up and take down of materials for events
- Maintained a working knowledge of the venue and event
- Ensured guests enjoyed their experience through exceptional customer service