

**Malisa Basic**  
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**Objective:** To acquire experience within a position that will amplify current working skills, and supplement knowledge of marketing, finance, economics, general business, e-commerce and corporate communication.

**Education:**

Baruch College, New York City Expected Graduation: May 27,2014  
Major in Economics (Bachelor of Arts), minor in Psychology  
Current achieved cumulative GPA: 3.1  
*(Specific courses currently completed for major include Econometrics, Intermediate and Advanced Labor Economics, Intermediate Micro-economics, Intermediate Macro-economics, Political Economics, and Statistics)*

Eleanor Roosevelt High School, New York City 2006-2010  
Graduated with Honors recognition

**Summary of Qualifications:**

Knowledge of business principles and practices  
Experience in extensive statistical data analyses, regressions and future statistical projections and trends  
Advanced proficiency in numerical operations  
Understanding of micro-economic and macro-economic theories, concepts and models, and applying these models to current economic trends within different firms for profit maximization  
Ability to work in diverse settings, either with groups or single projects  
Awareness of importance of time management, and completion of tasks before suggested deadlines  
Extensive focus on problem solving, with specific focus on details that may potentially act as important factors for decision making  
Strength in public speaking and presentations

**Technology Skills:**

Efficient use of Microsoft and Apple software/computers  
Proficient in Microsoft Word, and Microsoft PowerPoint and general Excel functions

**Prior Experience:**

**Martin Paul Realty Associates Inc.** New York, NY 2011-2013  
Intern/ Real Estate Agent Administrative Assistant  
Accompanied and assisted agent to different property listings, completing miscellaneous tasks  
Extensive communication with clients prior to meetings, as well as follow ups  
Grasped knowledge about residential leasing in real estate within New York City  
Reviewed and observed market trends within the field of sales and leasing in relation to the application of the firm's performance and progress