**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