

Education & Certifications

Bachelor of Political Science, with a focus on International Relations | University of Louisville

Certified Real Estate Broker | Oregon Real Estate License Board

National League of Cities Delegate (1999-2006) | National Leadership Training Institute

Work Experience

Community Manager

Sun Residential of Louisville, KY | October 2018 - November 2019

- Manage a portfolio of 200 units, including leasing updates, maintenance, and confidential client information
- Analyze market demographic information for optimal marketing, advertising and lease up
- Coordinate with various agencies and vendors to ensure efficient overall operation

Real Estate Broker

Keller Williams Realty of Eugene, OR | November 2015 – June 2018

- Lead Photographer and Videographer for all marketing initiatives
- Listing Manager responsible for client communication and updating information via all online media
- Provide connections between multiple agents and clients to support development

Property Manager

Jennings Group, Inc. of Eugene, OR | April 2014 – October 2015

- Collect and maintain database of client information to maximize communication efficiency
- Manage financial status of various projects to increase profitability
- Maintain and manage 200 units, including regular inspections, improvements, and client communication

Technical Manager

Computer Solutions L.L.C. of Lexington, KY | August 2012 - October 2013

- Assess and repair PC, Macs, and Cell phones servers etc.
- Provide staff training for standard operating procedures and technical assessment
- Review business plan and provide regular feedback for operations efficiency

Skills & Accomplishments

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| • Web Development: CSS, JavaScript | • Real Estate Photography/Videography |
| • UNIX/Linux/PC/MAC | • Video Production |
| • Photoshop, Lightworks | • June - Oct 2018 Volunteer in La Paz, Bolivia |
| • Microsoft Office Suite | • 2005 Boy Scouts of America Eagle Scout |
| • Blender VSE | • 2005 Diversity Coord. for City of Winchester |

References available upon request.