

JOSH MAITRE

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PROFILE

Driven professional with a demonstrated ability to foster strong relationships, acting as a reliable consultant to both clients and colleagues. Applied skills in budget management, handling contracts and financial documents, and conducting data analysis and visualization. As an effective team leader, I cultivated a positive work culture, managed personnel, and oversaw all facets of business operations.

EDUCATION

Oregon State University-Cascades

B.S. Business Administration (June 2021)

Central Oregon Community College

A.A. Business Administration (June 2018)

SKILLS

- Experience in Managing Budgets and Handling Financial Documents
- Data Analysis and Data Visualization
- Exceptional Team Collaboration Skills
- Detail-Oriented and Able to Handle Multiple Tasks Simultaneously
- Proficient in Excel and QuickBooks
- Python Programming Language, SQL Databases, Pandas, Selenium

CERTIFICATIONS

Python Coding Bootcamp

Certification of Completion (December 2023)

National Association of Realtors

Oregon License #201230069 (January 2019)

PROFESSIONAL EXPERIENCE

Real Estate Advisor

Engel & Völkers Bend | September 2022 - Present

- Cultivated and nurtured strong client relationships and acted as a trusted advisor, recognizing the significance of the investment.
- Developed a website and employed real estate CRM software to attract and retain potential clients.
- Implementation of tech such as Zillow 3d Home, social media and Google Ads to promote properties in competitive markets.

Real Estate Broker

Cascade Sotheby's Int'l Realty | January 2019 - September 2022

- Conducted in-depth market research, analyzed property data, and used Excel and data visualization tools to provide clients with accurate pricing strategies.
- Exercised project management to ensure seamless transition between sellers and buyers.
- Operated as an independent contractor, demonstrating a high level of self-motivation, time management, and financial management.

General Manager

Jamba Juice | September 2014 - March 2019

- Led a team of 15 employees and underwent four relocations to address work culture issues, fostering a self-sustaining and cohesive team.
- I was responsible for reducing labor cost from 32% to 29% of total budget (saving \$15,000).
- Organized and directed worker training programs, resolved personnel problems, hired 50+ employees, and evaluated employee performance.
- Oversaw all store operations - staff management, inventory control, financial management, and quality customer service.