

KERRY NIXON

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EDUCATION

Master of Environmental Science and Management, 4.00 GPA (Expected June 2022)

Bren School of Environmental Science & Management – University of California, Santa Barbara (UCSB)

Specialization: Economics & Politics of the Environment | Focus: Environmental Communication

Highlighted Coursework: ESM 206: Data Science & Management for Environmental Science

ESM 244: Advanced Data Analysis

Bachelor of Arts in Socio-Cultural Anthropology, Minor in Global Poverty and Practice 3.77 GPA (Dec 2012)

University of California, Berkeley (UCB)

Honors/Awards: Dean's List, Golden Key Honor Society, National Society of Collegiate Honors

Additional Education: UCDC Study Abroad Program in Washington D.C., Extracurricular: S.M.I.L.E.

Mentorship Program, People's Grocery Nonprofit – Office Volunteer

General Education, GPA 4.00 (1/10-6/10)

Santa Monica College, Santa Monica, CA

General Education, GPA 3.88 (8/07-12/09)

Diablo Valley College, Pleasant Hill, CA

Extracurricular: Diablo Valley Film Club Secretary, co-founder of Aspiring Minds Student Film Festival

PROFESSIONAL EXPERIENCE

Earthflow Designs, Los Angeles, CA

Project Manager, part-time (1/19-4/20)

- Implemented a project management system utilizing Google sheets and Google docs to plan and track progress on client projects and business processes collaboratively, with cloud-based version control, and minimal cost for the boutique landscape design firm.
- Initiated a cataloging of completed projects and proposals, compiled achievement statistics from documents and interviews, and designed templates for use as marketing and educational resources.

CB Richard Ellis (CBRE) (11/13-6/18)

Brokerage Team Manager & Client Services Specialist, Oakland, CA (10/16-6/18)

- Managed deal process from pitch to completion of sale and post-sale press release; collected due diligence materials, drafted required disclosures, coordinated document signature and transfer, managed deal files as well as day-to-day client communications and requests on over \$80M in real property sales.
- Coordinated all marketing efforts including team website, team advertisements in industry periodicals, broker opinions of value, property marketing materials and websites, and sales announcements
- Managed weekly team workflows, tracked productivity pipeline and annual goals
- Interfaced between clients, vendors, brokers, management and staff throughout transactions

Client Services Specialist, Los Angeles, CA (08/14-09/16)

- Provided high-level administrative support, research for business development and market analysis, design and distribution of marketing materials, service client requests, and aided investment property listing setup and transaction processes.
- Generated over 234 leads, conducted property and ownership research

KERRY NIXON | Professional Experience Continued (2/3)

- Identified and researched over 400 prospects translating into 4 transactions totaling over \$40MM
- Collaborated with research team to utilize multiple data tools, in order to identify new business prospects and map market trends across the Los Angeles region, increasing speed and efficacy of business development research
- Conceptualized and produce high quality marketing materials for 5 deals valued at \$164MM, with refining edits and supportive marketing input on numerous additional deals
- Managed virtual deal room, listing website, e-blasts and marketing reports for \$130MM land transaction
- Winter 2015 Ambassador Award Winner: Recognition for individuals embodying RISE values (Respect, Integrity, Service, Excellence) and demonstrating leadership, initiative and dedication to providing superior service

Leadership & Awards:

- Women's Network Member and Delegate. I led in coordinating networking events, panel discussions and mentoring sessions to support the success of women working in commercial real estate.
- 2015 Ambassador Award for my work with Habitat for Humanity through the CBRE Cares Foundation. These awards are granted to employees who, "Demonstrate leadership, initiative and determination in the performance of their job. Provide superior overall performance and set examples for others to follow".

Corporate Concierge, Los Angeles, CA (11/13-08/14)

- Office operations support including meeting and event planning, interfacing with guests, connecting staff and clients with resources and assistance, office and conference room scheduling, overseeing provision of office amenities.
- Event planning for wide range of occasions from small lunch meetings to large events with groups of up to 200 staff and guests
- Tracking and recording of approximately \$80K of parking validations
- Developed job guide and resource bank to facilitate the functions of this position for current and future concierge team members by cultivating and creating resources as needed, including validation logs, most-used forms, and task checklists.

Institute for Policy Studies, Washington, DC

Economic Hardship Reporting Project Intern (8/12-12/12)

- Researched underreported issues specific to policy affecting domestic poverty, inequality and low-income workers and families through policy center white papers, expert interviews, and census data.
- Curated EHRP's website and social media platform content: Twitter, WordPress, and Facebook
- Assisted staff in coordinating and successfully executing IPS events. Effectively completed myriad special assignments and projects for EHRP and IPS staff.

Dang & Trachuk Law Office, Oakland, CA

Legal Intern (1/12-8/12)

- Assisted attorneys with deposition scheduling, basic legal research, client correspondence and administrative functions
- Reorganized filing system to streamline record storage, reducing storage costs by several hundred dollars per month
- Supported senior attorney, junior associates, and staff with a myriad of administration functions
- Filed documents with the county court, reorganized filing system, booked rooms for deposition hearings, handled high-value reimbursement checks and conducted basic legal research

SKILLS & CERTIFICATIONS

Computer: R, RStudio, GitHub, Salesforce – Apto, Microsoft Office Suite, Google Suite, Adobe InDesign

Certifications: Permaculture Design Certificate

Associations/Memberships: AEP California, Los Angeles Mycological Society

Presentations/Training: Speech at 2016 Annual Kick-Off Party for 200 employees. Trained 10 peers on new company software program for managing property websites and marketing.

Awards: CBRE 2015 Ambassador Award for exemplifying RISE values (Respect, Integrity, Service, Excellence)

COMMUNITY SERVICE & EXTRACURRICULARS

Gourmet Friends, Los Angeles, CA

Cook in Downtown Women's Shelter (5/15-12/16)

- Planned, prepared, and served meals with team of six to ten volunteers for over 150 women experiencing homelessness with a roughly \$200 grocery budget

Habitat for Humanity, Los Angeles, CA

Project Coordinator & Volunteer (1/14-10/14)

- Fundraised over \$5K and coordinated a corporate build day through CBRE Cares Foundation
- Weekend volunteer for home rehabilitation program serving elderly and disabled community members

Habitat for Humanity, Los Angeles, CA

Volunteer Crew Member (9/13-12/13)

- Contributed 55 hours towards critical home repairs and construction
- Quickly learned new skills, instructed fellow workers, and coordinated with other volunteers as a team to achieve a high-quality home repairs for recipients within the project timeframe of hours or days
- On my third day volunteering I was made a temporary Crew Leader due to my commitment to see the project through to completion, my familiarity with the tasks and enthusiasm for the work. I helped coordinate and direct the efforts of a team of twelve volunteers to build a fence in one day.
- Volunteered during the 2013 annual build-a-thon in Lynwood, CA

People's Grocery, Oakland, CA

Administrative Volunteer (2/12-8/12)

- Updated directory database, sales and inventory logs as needed
- Engaged in community outreach to promote programs for underserved community members
- Performed administrative duties including: correspondence, copying, organizing, researching grants and donor preferences and greeting visitors, and helping with additional projects as needed

S.M.I.L.E. Mentoring Program, Berkeley, CA

Mentor (8/10-6/11)

- Provided one-on-one tutoring and mentoring to a student at Longfellow Middle School in Berkeley, which serves a large percentage of low-income students through the S.M.I.L.E. (Spreading Multiculturalism and Inspiring Leadership through Education) match-up mentorship program.
- Motivated my mentee through incentives, goal setting and time-management in order to complete assignments during the allotted study time, and to strive for excellence in academic performance
- Participated in an education seminar, to learn more about key educational debates and issues, in order to better serve and advise my student in educational choices
- Completed over twice the required hours for mentoring with S.M.I.L.E.