

KERRY NIXON

(925) 324-4452 | kerry_nixon@bren.ucsb.edu | Santa Barbara, CA

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: Data Science & Management for Environmental Science, Advanced Data Analysis, CEQA & NEPA Workshop, Science Communication

Bachelor of Arts in 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

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 through post-sale press release; compiled due diligence materials, assembled disclosure packages, and coordinated with escrow on \$80M+ in property sales.
- Self-taught InDesign and DealFlow (internal website platform) in order to create custom websites for property listings which allowed team to advertise to investors and track engagement levels.
- Trained 10+ company employees in-person and virtually on how to use DealFlow.
- Orchestrated team and property marketing efforts utilizing InDesign and company software to produce team advertisements for industry periodicals, broker opinions of value, property marketing brochures, flyers, and sales announcements to attract new clients and advertise listed properties.
- Directed workflows for a team of 4, tracked projected revenue and supported progress on sales targets by setting work agendas and objectives each week based on project deadlines and annual goals, utilizing excel, Salesforce, weekly meetings and reports.
- Corresponded with clients, vendors, and brokers via email and phone to keep all parties informed on deal progress, field questions and resolve issues, coordinate document signing and transfer, organize property tours, and inspections and sustain positive business and client relationships.
- Fostered team comradery by planning monthly lunches and annual team building activities, and celebrating team successes with personalized endorsements in weekly progress reports.

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

- Generated 400+ leads by surveying target neighborhoods for prospects and conducting in depth property and ownership research using public records and databases, translating into 4 transactions totaling over \$40M in sales.
- Produced custom marketing materials utilizing InDesign for 5 deals valued at \$164M.

KERRY NIXON | Professional Experience Continued (2/2)

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

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

- Planned events for wide range of occasions from small lunch meetings to large holiday and all-office events with groups of 200+ staff and guests.
- Implemented a tracking system for documenting and billing \$10K+ of parking validations per month.
- Created job guide and resource bank including task checklists, validation logs, most-used forms bank, preferred vendor list, and resource phonebook to facilitate the premium client service required of this position, and for use as training materials for new concierge team members.

ADDITIONAL EXPERIENCE

Economic Hardship Reporting Project Intern, Institute for Policy Studies, Washington, DC (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 on 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.

Legal Intern, Dang & Trachuk Law Office, Oakland, CA (1/12-8/12)

- Recorded documents with the county court, transcribed audio notes, booked rooms for deposition hearings, deposited reimbursement checks and conducted basic legal research.
- Reorganized filing system to streamline record storage and destroy outdated records, reducing storage costs by several hundred dollars per month.

SKILLS & AWARDS

Computer: R, RStudio, GitHub, Zoom, Salesforce (Apto), Microsoft Office Suite (Word, PowerPoint, Excel), Google Suite, Adobe InDesign

Certifications: Permaculture Design Certificate

Associations/Memberships: AEP California, Los Angeles Mycological Society

Presentations: Delivered speech at 2016 CBRE HQ Annual Kick-Off Party for 200+ employees

Leadership/Awards: CBRE 2015 Ambassador Award, CBRE Women's Network delegate and event planner

COMMUNITY SERVICE

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