

MADDY KIMBOROWICZ

maddykimborowicz@gmail.com

206.484.6813

Kirkland, Wa

EDUCATION

University of Washington
Student

Full Stack Web
Development

Will receive certificate April 2022

SKILLS

Microsoft Office
Excel/Google Sheets
HTML/CSS
Javascript
MySQL

WORK EXPERIENCE

Logistics Processor, Nordstrom

November 2019 - Present

- Oversee inventory operations and process online orders (60-100 daily) in a timely manner following quality standards.
- Utilize inventory management systems to scan, process and research merchandise shipments in accordance with inventory control processes.
- Ensure accurate fulfillment of all online orders, and handle customer concerns associated with online orders.

Real Estate Assistant, The Robinett Group

October 2018 - November 2019

- Managed emails and schedules for each member of a top producing real estate team.
- Created all necessary marketing material including social media posts, flyers, and guides for sellers/buyers.
- Assisted in writing offers, counteroffers, and addendums and ensured submission of necessary files by the deadline.
- Communicated and followed up with a database of current and past clients to gather information and schedule appointments.

Leasing Consultant, Weidner Apartment Homes

July 2016 - April 2018

- Served as the only leasing specialist in a 148 unit complex, maintaining an average 96% occupancy rate.
- Ensured retention of current residents by providing excellent customer service and planning quarterly resident appreciation events.
- Managed leasing process including presenting apartment homes, reviewing applications, and guiding residents through their move in, while keeping all files organized for compliance.