

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: May 2016***  
***Majors: Accounting / Real Estate*** | Total expected credits: 150  
GPA: 3.00 | Dean's List: Spring 2014 - present

ACTIVITIES & AWARDS:

Member, The Association for Accountants and Financial Professionals in  
Business, August 2013 - present  
Volunteer, Pegasus Riding Academy, January 2010 - June 2010  
The Presidential Volunteer Service Award, March 2011

EXPERIENCE: HASBROOK TERRACE APARTMENTS, Philadelphia, PA  
**Assistant Property Manager** June 2011 - present

- Organize inspections and maintenance calls to foster relations with over 34 tenants.
- Implement new cash controls, recording procedures, and an information system.
- Report receivables and payables in Microsoft Access to create cost metrics.
- Drive weekly to properties on the market to record their condition and conduct a preliminary analysis.

SKILLS & LANGUAGES:

- Microsoft Word, Excel, PowerPoint, and Access
- Autodesk 3DSMax
- Adobe Photoshop
- Spanish – basic