

EDUCATION

xxx University – School of Health Sciences

xxx, NC

- Completed Credits towards Bachelor of Science in Biology; Bio Major
- Relevant Courses: Cell Biology, Biodiversity, Health and Wellness
- Extracurricular:xxx Real Estate Club, xxx African Society, xxx Club Soccer

*August 2014 –May 2015
January 2016 – May 2018*

Georgia Institute of Real Estate

July 2017 – January 2018

- Completed 75 hour Pre license course covering different aspects of the real estate industry including leases, property management, and brokerage

Wake Tech Community College

xxx, NC

- Incoming Construction Engineering Major

WORK EXPERIENCE

xxx Sales and Marketing Company

xxx, NY

Event specialist

February 2018 – April 2018

- Did product demonstrations in front of over 200 customers daily
- learned and developed sales skills and tactics
- Responsible for marketing operations and sign design
- Utilized PowerPoint to create pitch books for current transactions and potential clients

xxx Hospital Summer E.R. volunteer

xxx, Georgia

May 2013 – August 2013

- Analyzed and kept track of patient database and organized spreadsheets
- Assisted patients entering E.R and kept track of treatments needed on Excel
- Completed numerous projects with end-goal of producing a framework for recurring standardized reports

LEADERSHIP

xxx African Society

xxx, NC

Executive Board Member

January 2015 – May 2017

- Attended meetings and helped organize school events to promote diversity throughout campus
- Successfully recruited over 10 new players and developed an alumni support network via campaigns
- Reinvigorated the program, raising thousands of dollars in financial support from the school boardi

xxx African Society

xxx, NC

Treasurer

January 2015 – May 2017

- Managed and dispersed over \$2000 of school funds awarded by creating a budget to provide for school events and meetings
- Made detailed spreadsheets using Excel documenting projected expenses and payments
- Successfully presented yearly budget proposals to Elon Student Government Association that helped membership increase within Elon African Society twice in size over a two year period

xxx S.M.A.R.T. Program

January 2015 – May 2015

- Was part of the Student Mentors Advising Rising Talent (S.M.A.R.T.) program.

- Program eased the transition to Elon and enhanced the social engagement and academic success of first-year students.

ADDITIONAL INFORMATION

Certifications: Completed Georgia Institute of Real Estate Pre-License certification

Skills: Basic level Spanish,

Computer: Proficient in Excel, PowerPoint, Microsoft Outlook

Interests: soccer, reading, real estate, architecture

