

B. Construction and Facilities Management

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EDUCATION

Brigham Young University – Ira A. Fulton College of Engineering, Provo, UT

Bachelor of Science in Construction and Facilities Management, April 2020

- **GPA:** 3.35
- **Emphasis:** Facilities and Property Management; Minor: Business Management
- **Relevant Coursework:** Property Management Fundamentals, Principles of Accounting, Principles of Finance
- **Member:** BYU Real Estate Club, Facility and Property Management Student Association, BYU Finance Society

SKILLS & INTERESTS

- **Languages:** Spanish—Native Proficiency, English—Native Proficiency, German—Conversational
- **Technical Skills:** Proficiency with Entrata Leasing Software, Leasing/Property Management Principles, MS Access, MS Excel

EXPERIENCE

The ABC Company, Mesa, AZ

Facilities and Asset Management Intern, June 2019 – Current

- Consolidated, reported, and audited ABC's vehicle fleet throughout entire enterprise in the United States
- Implemented multiple projects aimed at reducing costs, streamlining practices, and innovating already existing reports and deliverables
- Increased production quality by 26% through communicating with various departments to create specific strategies

ABC Inc., Provo, UT

Operations Intern, Apr 2018 – June 2019

- Organized CapEx projects by coordinating with different communities to ensure plans were carried out in under 1 month
- Compiled and reviewed financial reports with analysis to keep expenditure down 16%
- Enforced revised budgets on new acquisitions, provided training to 7 properties new to the ABC portfolio

DEF (formerly Property Solutions), Provo, UT

Leasing Specialist, Oct 2014 – May 2016

- Leveraged existing protocols to benefit-sell, gather resident/prospect information and schedule appointments for properties
- Resolved resident complaints, handled work order issues and correlated with service technicians for various properties
- Developed subject matter expertise in areas of pricing, availability and amenities

GHI Corporation, Provo, UT

Leasing Consultant, Aug 2013 – Sep 2014

- Generated and managed leases of 492+ current and prospective residents at the Riviera Apartments
- Budgeted, planned, and executed bi-weekly Resident Appreciation activities to ensure resident satisfaction
- Managed resident-retention marketing efforts through weekly deliverables (newsletters, flyers, etc.)
- Reviewed and resolved daily resident complaints, escalated to property manager in client-facing interactions

VOLUNTEER SERVICE

The Church of Jesus Christ of Latter-day Saints, Reno, NV

Volunteer Representative, April 2016 – April 2018

- Taught families life skills and home economic principles for 2 years working 70+ hours a week
- Directed training of 20+ full-time representatives, modeled quantitative goal-setting, actionable plans, and personal accountability