

California State University, Fullerton

College of Business and Economics
Center for Real Estate

What You Need to Know to Land the Perfect Career



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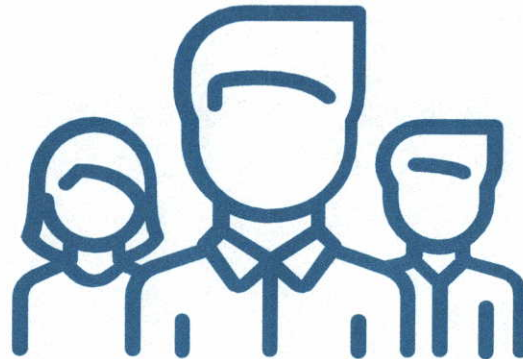
Handwritten signature in blue ink.



Secrets to Making a Positive Impression

By The Center for Real Estate, CSUF

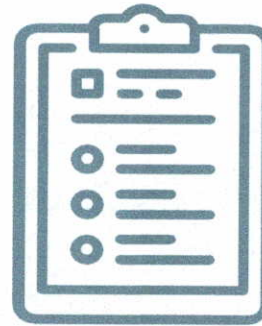
This entire presentation is from the
perspective of a hiring manager



Cover Letters



Resumes



Interviews



A stylized, handwritten signature in blue ink, consisting of a large, sweeping 'L' shape followed by a few vertical strokes.

The most important element of job searching is to use **any networking opportunities** that are available to you!!!

DON'T UNDERESTIMATE THE IMPORTANCE OF "CONNECTION".





The Art and Science of Effective Resumes & Cover Letters

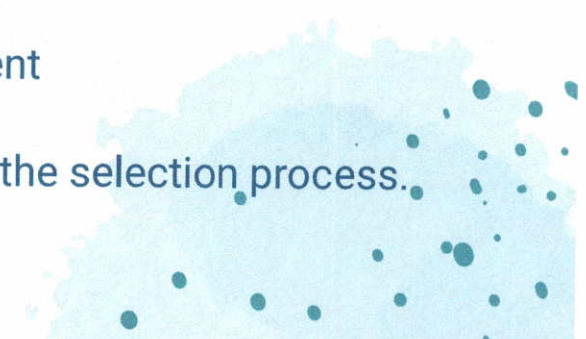
What is a resume?

-A powerful marketing tool/document showcasing your qualifications.

An Effective Resume Should:

- Be reflective of your qualifications
- Be focused on the job you are applying for

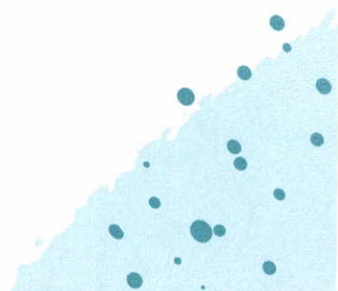
Resume Purpose:

- To get the interview, job offer or career advancement
 - To structure the interview
 - To remind the employer of your best points during the selection process.
- 



Types of Resumes

Chronological

- Widely used
 - Easy to read
 - Emphasizes jobs not skills
 - Highlights job changes and gaps
- 

Types of Resumes

Functional

- Emphasizes skills
- Organizes experiences (Paid & Non-Paid)
- Sometimes viewed suspicious due to gaps

Types of Resumes

Targeted

- Personalized to the company and job description ***IMPORTANT***
- Shows research
- More impressive to employer
- Time consuming to prepare
- Confusing if not well organized
- Revised for each employer
- Need to have specific target job
- Use information to form your analysis along with your work experience, clinical training, and education to build resume

Basic Components of a Resume

- 1-2 Pages of relevant information (**2 pages only if warranted**)
- Easy to read
 - Phrases vs. Sentences
 - Lists vs. Paragraphs
 - Bullets (Strongly favorable-clean, neat)
 - Conservative use of fonts
 - To emphasize, conservatively use
 - Underline, bold and/or capitalization
 - Complete date of employment (No Errors)
 - Use quality bond paper of neutral color
 - E.g. Consider the off-white document paper

Contact Information

- **Name**
 - No nicknames
- **Address**
 - Spell out street, avenue, etc.
- **Email**
 - Professional (no cutesy)
- **Phone**
 - Never leave a number with a messages that is "cute"
- **Social Media**
 - Facebook (keep it professional)

Resume Contact Information

Happy Days

988 Happy Days Drive, Washington UT.84790 (435-555-1212)

HAPPYDAYS@hotmail.com

Career Objective Statement

- Support your employment objective
- Targeted for a specific job with a specific company
- It's not about you or what you want
- Use when applying online

Education and Training



- Include education and training relevant to the job (not high school, dancing, etc.)
- Start with the most recent
- List location of the school-don't need dates if older



Summary & Skill



Summary Statement

(Highlights, Professional Summary, etc)

- A clear, concise statement of your experience tailored to the job you are seeking (Borrow from the job description perhaps)
 - Emphasize what you bring rather than what you want
 - Use strong action words; extensive, competent, responsible
- 
- 



Skills Profile

- List 6-10 skills & abilities you possess that are relevant to the job (again.. borrow from the job description)
 - Critical thinking skills, strong collaborative skills
- 
- 



Certifications and Licenses

- California DRE License, Degrees, Future Degrees and Professional Certifications in Process, ARGUS

Employment History

- Most recent first
 - Always use dates
 - Quantify your experience and responsibilities
 - Always emphasize any leadership or independent experiences
- 
- 



Overall Do's and Don'ts



TELL YOUR STORY!

- Accomplishments
- Responsibilities



Do use statistics & numbers

- Size of organization
- List of achievements and problem-solving
- How you increased efficiency
- Action that came about as a result of your effort



Overall Do's and Don'ts



Do use action verbs

- Coordinate
- Analyze
- Marketed
- Administered
- Distributed
- Devised
- Expedited
- Directed
- Facilitated
- Developed
- Managed
- Supervised
- Designed
- Programmed
- Recruited
- Implemented
- Streamlined
- Installed
- Coached
- Inspired





Overall Do's and Don'ts





Definite Don'ts

- References
- Marital status
- Mention salary/children
- Age/race
- Staple documents
- Photographs
- Print on backside of paper
- Religious/Political Affiliations
- Use bright color paper
- Hobbies
- "I" Statements
- Outdated information
- Personal information





Helpful Hints

- Organize your work history, training and education
 - Save your resume
 - Proof read! Proof read! Proof read!
 - Format, edit, polish! **And more polishing!**
 - Seek input from others
- 
- 



Writing an Effective Job Search/Cover Letter/Other Correspondence

- Send out letters to network with contacts and referrals
 - Thank-you notes as follow up to networking, meetings, and, interviews
 - Don't forget to "ask" your references if it's ok to use them (Give references only if asked)
 - Good practice is to let your references know if you landed the position
- 
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Cover Letters

- Letter that accompany or “Cover” your resume each time you send it out (essential partners to your resumes)

- Think of your cover letter having 3 parts:

A BEGINNING

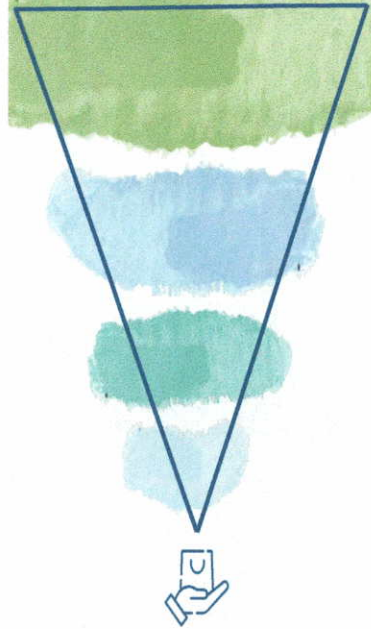
-ATTENTION! Your opening should tell them why you are contacting them.

A MIDDLE

-BECAUSE! Your middle should answer the question, “Why should I hire you?” You can communicate your key qualifications in 1/2 short paragraphs or in 3/4 bullet points

AND AN END

-CLOSE! Neatly wrap up your letter with a polite yet assertive closing asking for an interview; *“Thank you for your consideration, I am enthusiastic about working for XXX and would like to call within a few days to see whether we can schedule an appointment to meet.”*



Strategies & Suggestions for a Successful Job Interview!



PREPARATION

All the writing in the world can NOT replace the personal interview!
The cover letter and resume are necessary but only as an opening
to get the “soul” of obtaining employment and that is the
INTERVIEW!

In the majority of the interviews, the decision is made in the first 5 minutes!

Prepare

- ➡ Your greeting & introduction
- ➡ Answers to common questions
- ➡ Questions to ask
- ➡ Your conclusion

Before the Interview



- Do a trial run the day before. Know how long it will take you to drive to your destination. Know where to park and how to find the location of the interview. This should not be determined the DAY OF the interview
- Do an internet research on the organization. Know as much as you can.
- Never, ever be late. Plan your official arrival the day of the interview no more than 10 minutes early. KNOW where you are going.
- Dress conservatively. Remember, many directors are in their 40s and 50s. Conservative means something different to them than to you. Women, no perfume, no clunky jewelry, no short dresses. Don't cross your legs at the knees. Keep manicure and hairstyle conservative as well.
- Find out what type of interview it is. Is it a single person or a panel interview? If panel, how many on the panel?

Before the Interview

- Analyze job announcement to develop possible interview questions
- Hundreds of real estate recruiter said that their worst interview turnoff was a lack of knowledge of the industry. Your membership in a professional organization is critical
- Possible interview questions:
 - Tell me about yourself
 - Why should we hire you?
(Prepare 1-2 minutes summary highlighting key experiences and skills)
 - What are your strengths/weaknesses?
(Be careful here, don't think of weaknesses, consider them opportunities where you can use some more experience)
 - How do you keep abreast of changing technologies?
 - Now let's talk about structured interviewing



More Dos and Don'ts

- Never, never, never be late! However not too early. 10 minutes before is a safe amount of time.
 - Dress appropriately-shake hands, not too hard and not "fingers" (Practice with a friend)
 - Be polite and warm while having direct eye contact
 - Drop shoulder back, lean forward slightly
 - Answer with enthusiasm (Show & display interest)
 - Ask if it's OK to take notes
 - Face the interviewer(s), keep an open appearance
 - Don't cross arms—cross legs only if toes are pointing towards interviewer
 - Don't bounce leg or toes—makes you appear nervous and anxious
 - NEVER, NEVER "BAD MOUTH" ANYONE i.e. past coworkers, students, supervisors
- 
- 

Attire

MEN

- Long pants
- Buttoned shirt with collar
- Shoes (no sneakers)
- Little or no jewelry
- Near professional hairstyle
- No aftershave
- Neatly trimmed nails
- Belt (Tie is not a bad idea)
- Portfolio

WOMEN

- Dress with sleeves-slacks and blouse OK, but dress is better
- No cleavage or short skirts
- Conservative shoes
- Limited jewelry
- No perfume
- Neatly manicured clean nails
- Portfolio

SMILE!! 😊

- Be friendly to everyone you meet, even the receptionist
- Answer all questions completely
- It's ok to pause to gather thoughts before responding
- Do take notes
- Ask your prepared questions
- Pay attention to their responses, use this information to focus on your closing remarks
- Make conclusion statement that emphasizes your experience and skills relevant to needs of the organization
- Tell them you want the job
- Ask if you can follow up and when
- Ask for a business card(s)

After the Interview

**Write a THANK YOU note
IMMEDIATELY—No Text/ Emails
VERY IMPORTANT!**

**Follow up with lead
interviewer based upon
agreement made during
the interview.**

PREPARE & PRACTICE

**HARD WORK & PREPARATION
PAYS OFF**

SUMMARY

**KNOW WHAT'S ON YOUR
RESUME**

BE CONFIDENT

No

How not to introduce yourself

Networking is one of the most challenging skills you may have to learn in the world of business. It can be an awkward experience, having the attention of a group of strangers focused on you, and trying to make a good first impression.

It's an important moment. The person opposite you might be someone who could make or break your career. If you make a good impression, he or she might be able to refer your next big client, or have the influence to help you land that next big contract.

On the other hand, if you act like a doofus, you might alienate someone who might have been an otherwise important connection and relationship.

If you'd like to avoid looking like a jerk, avoid being this guy when introducing yourself:

- **Name dropper.** This person introduces themselves by saying who they know, who they've worked with, etc. I might not remember their name, but I'll remember that they once got Tony Robbins a glass of water.
- **Drive-by carder.** A card is not an introduction. Just throwing your business card at a person, or worse, at as many people as possible at a networking event, is just about the worst kind of introduction you can make. If you hand one to me, I'm going to hand it to the nearest rubbish bin.
- **Double-carder.** Handing someone two copies of your business card to encourage the other person to send you a referral. It's presumptuous unless they ask for an extra card.
- **Rambling man (or woman).** As soon as you get to talk, you get over excited and start telling your life story. Or the story of how you got to the meeting. Or how you met your spouse. And forget to tell me, you know, who you are.
- **TMI.** If I'm just meeting you, I don't need to know the entire history of your business or career, all of your degrees and accolades, and your dog's maiden name. Stick to the basics.
- **Limp fish.** It may be old fashioned, but I think a weak handshake is a turn-off when introducing yourself. Practice a firm (but not crushing) handshake to convey confidence.
- **The Cannonball.** Probably the opposite of the limp fish is the cannonball — the guy who is so overly confident that he'll barrel his way into any situation or conversation without being invited. If you want to join an ongoing conversation, wait to be acknowledged before you jump right in.
- **Digital Zombie.** If you're going to a networking event, or a business function of some kind, don't be so absorbed in yourself and your cell phone that you're not paying attention.

How to introduce yourself in one simple step:

Instead of leading with what you *do*, lead with who you *help*. As in, “Hi, my name is Bernard, and I help companies identify and make the best use of their key performance indicators and big data.”

Done. You know who I am, what I do, and more importantly, whether or not I can help you or someone you know.

What are your best tips for making a good introduction? OR, what are your least favorite ways people introduce themselves? I'd love to hear your thoughts in the comments.

How you sound in emails

Do you know how you sound in emails?

Without the benefit of being able to hear people's vocal inflections or see their faces, it can be challenging to interpret how the person on the other end of an email is feeling. Emoticons and exclamation points can only take you so far (especially in a business email), and in fact, sometimes formal business language can start to sound, well, negative without context.

A Wall Street Journal article on enigmatic email tells the story of a consultant who sent a detailed project plan to her client by email and received only a one-word response: "Noted."

She feared he was angry or disappointed, when in fact, he was thrilled to be able to clear the issue from his inbox with so little effort.

So how can you ensure you get your message across without seeming negative?

Accentuate the positive.

Overall, the word choices you make add up to the tone of your communications. And when you consistently choose negative words and phrases, your emails will sound terse, condescending, or angry.

Negativity is never good and always sends out negative vibes. Even if you feel negative about a situation, you can still make an effort to turn your emails into more positive messages — which usually get better responses.

Words like cannot, damage, do not, error, fail, impossible, little value, loss, mistake, not, problem, refuse, stop, unable to, unfortunately, escalation, urgent, never, inability and unsound all have a strong negative connotation.

Take this sentence for example:

Unfortunately, it looks impossible to finish the project on time because of the problems some people are causing with submitting their work late.

That's a lot of negative words for one sentence. But you could easily convey the same information in a more positive way, like this:

Can everyone please turn in their portion of the project by Thursday so that we can complete the work on time and hit the deadline?

As you can see, it's all about the words you choose that conveys your tone. If the boss in the *Wall Street Journal* example above had even responded with, "Thank you!" instead of "Noted," his employee probably would not have worried whether she had done a good job.

Try to phrase your message using more positive terms like benefit, it is best to, issue, matter, progress, success and valuable.

Dos and Don'ts

An easy way to fall into the negativity trap is to start listing out things people shouldn't do. Don't leave uneaten food in the office refrigerator. Don't be late to the meeting. Even saying "don't forget" is more negative than saying "remember."

Instead of telling others what *not* to do, try telling them what they *should* do instead. Please take your lunches home at the end of the day. Please arrive for the meeting five minutes early.

People are much more likely to comply with a positive request than a negative complaint on their behavior.

When in doubt, spell it out.

If you find that people frequently misinterpret your emails, you might need to be more explicit. There's no harm in actually saying how you feel when communicating with colleagues, especially those with whom you have a good relationship.

For example, rather than using terse, negative language in an email about project scheduling because you're sick of the software you have to use to schedule meetings, you might come out and say, "This scheduling system is frustrating to me, but it looks like we can meet on Friday..."

That way, the recipient can understand that you're feeling negative about something *other* than him.

Have you ever had a major email miscommunication? Was tone to blame? I'd love to hear your stories in the comments below.

The 15 Biggest Body Language Mistakes To Watch Out For

Until we get to know someone, our brain relies on snap judgements to try to categorize the person, predict what they will do, and anticipate how we should react. You may have heard that you only have a few seconds to make a first impression, but the truth is, your brain has made up its mind (so to speak) about a person within milliseconds of meeting them.

According to research done by a Princeton University psychologist, it's an evolutionary survival mechanism. Your brain decides from the information it has—in other words, how you look—whether you are trustworthy, threatening, competent, likeable and many other traits.

One way we can “hack” this split-second judgement is to be aware of our body language, especially in important situations. Whether you're applying for a job, asking for a raise, or meeting with a new client, tweaking or just being mindful of our body language can influence the other person's perception of us and the outcome of the situation.

15 Body language blunders to watch out for:

1. Leaning Back too much — you come off lazy or arrogant.
2. Leaning forward — can seem aggressive. Aim for a neutral posture.
3. Breaking eye contact too soon — can make you seem untrustworthy or overly nervous. Hold eye contact a hair longer, especially during a handshake.
4. Nodding too much — can make you look like a bobble head doll! Even if you agree with what's being said, nod once and then try to remain still.
5. Chopping or pointing with your hands — feels aggressive.
6. Crossing your arms — makes you look defensive, especially when you're answering questions. Try to keep your arms at your sides.
7. Fidgeting — instantly telegraphs how nervous you are. Avoid it at all costs.
8. Holding your hands behind your back (or firmly in your pockets) — can look rigid and stiff. Aim for a natural, hands at your sides posture.
9. Looking up or looking around — is a natural cue that someone is lying or not being themselves. Try to hold steady eye contact.

someone's gaze and staring them down.

11. Failing to smile — can make people uncomfortable, and wonder if you really want to be there. Go for a genuine smile especially when meeting someone for the first time.
12. Stepping back when you're asking for a decision — conveys fear or uncertainty. Stand your ground, or even take a slight step forward with conviction.
13. Steepling your fingers or holding palms up — looks like a begging position and conveys weakness.
14. Standing with hands on hips — is an aggressive posture, like a bird or a dog puffing themselves up to look bigger.
15. Checking your phone or watch — says you want to be somewhere else. Plus, it's just bad manners.

So, what should you do? Aim for good posture in a neutral position, whether sitting or standing. Stand with your arms at your sides, and sit with them at your sides or with your hands in your lap. Pay attention so that you naturally hold eye contact, smile, and be yourself.

If you discover you have a particular problem with one or two of the gestures on the list, practice by yourself with a mirror or with a friend who can remind you every time you do it, until you become aware of the bad habit yourself.

Can you recall a time someone's body language made you uncomfortable? Are there any other body language blunders you would add? I'd love to hear your anecdotes and ideas in the comments below.

Also, here is a short slide deck summary that you might want to share with your friends and colleagues:

- [Which Of These Mistakes Do You Make - That Successful People Don't?](#)
- [Caution: When KPIs Turn To Poison](#)
- [Six Ways NOT To Shake Hands](#)
- [What Lady Gaga Can Teach You About Analytics](#)
- [The Tale-Tell Signs Of A Bad Boss](#)
- [The One Thing Successful People Never Do](#)
- [Stop Using These 30 Phrases At Work!](#)
- [The 75 KPIs Every Manager Needs to Know](#)

About : [Bernard Marr](#) is a globally recognized expert in strategy, performance management, analytics, KPIs and big data. He helps companies and executive teams manage, measure and improve performance.

The One Thing Successful People Never Do

- Published on July 15, 2013

Success comes in all shapes and colours. You can be successful in your job and career but you can equally be successful in your marriage, at sports or a hobby. Whatever success you are after there is one thing all radically successful people have in common: Their ferocious drive and hunger for success makes them never give up.

Successful people (or the people talking or writing about them) often paint a picture of the perfect ascent to success. In fact, some of the most successful people in business, entertainment and sport have failed. Many have failed numerous times but they have never given up. Successful people are able to pick themselves up, dust themselves off and carry on trying.

I have collected some examples that should be an inspiration to anyone who aspires to be successful. They show that if you want to succeed you should expect failure along the way. I actually believe that failure can spur you on and make you try even harder. You could argue that every experience of failure increases the hunger for success. The truly successful won't be beaten, they take responsibility for failure, learn from it and start all over from a stronger position.

Let's look at some examples, including some of my fellow LinkedIn influencers:

Henry Ford - the pioneer of modern business entrepreneurs and the founder of the Ford Motor Company failed a number of times on his route to success. His first venture to build a motor car got dissolved a year and a half after it was started because the stockholders lost confidence in Henry Ford. Ford was able to gather enough capital to start again but a year later pressure from the financiers forced him out of the company again. Despite the fact that the entire motor industry had lost faith in him he managed to find another investor to start the Ford Motor Company - and the rest is history.

Walt Disney - one of the greatest business leaders who created the global Disney empire of film studios, theme parks and consumer products didn't start off successful. Before the great success came a number of failures. Believe it or not, Walt was fired from an early job at the Kansas City Star Newspaper because he was not creative enough! In 1922 he started his first company called Laugh-O-Gram. The Kansas based business would produce cartoons and short advertising films. In 1923, the business went bankrupt. Walt didn't give up, he packed up, went to Hollywood and started The Walt Disney Company.

Richard Branson - He is undoubtedly a successful entrepreneur with many successful ventures to his name including Virgin Atlantic, Virgin Music and Virgin Active. However, when he was 16 he dropped out of school to start a student magazine that didn't do as well as he hoped. He then set up a mail-order record business which did so well that he opened his own record shop called Virgin. Along the way to success came many other failed ventures including Virgin Cola, Virgin Vodka, Virgin Clothes, Virgin Vie, Virgin cards, etc.

Oprah Winfrey - who ranks No 1 in the Forbes celebrity list and is recognised as the queen of entertainment based on an amazing career as iconic talk show host, media proprietor, actress and producer. In her earlier career she had numerous set-backs, which included getting fired from her job as a reporter because she was 'unfit for television', getting fired as co-anchor for the 6 O'clock weekday news on WJZ-TV and being demoted to morning TV.

J.K. Rowling - who wrote the Harry Potter books selling over 400 million copies and making it one of the most successful and lucrative book and film series ever. However, like so many writers she received endless rejections from publishers. Many rejected her manuscript outright for reasons like 'it was far too long for a children's book' or because 'children books never make any money'. J.K. Rowling's story is even more inspiring because when she started she was a divorced single mum on welfare.

Bill Gates -co-founder and chairman of Microsoft set up a business called Traf-O-Data. The partnership between him, Paul Allen and Paul Gilbert was based on a good idea (to read data from roadway traffic counters and create automated reports on traffic flows) but a flawed business model that left the company with few customers. The company ran up losses between 1974 and 1980 before it was closed. However, Bill Gates and Paul Allen took what they learned and avoided those mistakes when they created the Microsoft empire.

History is littered with many more similar examples:

- Milton Hershey failed in his first two attempts to set up a confectionary business.
- H.J. Heinz set up a company that produced horseradish, which went bankrupt shortly after.
- Steve Jobs got fired from Apple, the company he founded. Only to return a few years later to turn it into one of the most successful companies ever.

So, the one thing successful people never do is: Give up! I hope that this is inspiration and motivation for everyone who aspires to be successful in whatever way they chose.

Do you agree or disagree with me? Are there other things you would add to the list of things successful people never do? Please share your thoughts...

Thank you for reading my post. [Here at LinkedIn](#) and at [Forbes](#) I regularly write about management and technology trends. To read my future posts simply [join my network here](#) or click 'Follow'. Also feel free to join me on [Twitter](#), [Facebook](#), [Instagram](#), [Slideshare](#), or [YouTube](#).

About Bernard Marr

[Bernard Marr](#) is an internationally best-selling author, popular keynote speaker, futurist, and a strategic business & technology advisor to governments and companies. He helps organisations improve their business performance, use data more intelligently, and understand the implications of new technologies such as [artificial intelligence](#), [big data](#), [blockchains](#), and the [Internet of Things](#).

LinkedIn has ranked Bernard as one of the world's top 5 business influencers. He is a frequent contributor to the World Economic Forum and writes a regular column for Forbes. Every day Bernard actively engages his 1.5 million social media followers and shares content that reaches millions of readers.

Your Career

Wear Black to a job interview. Seventy percent of candidates who were hired wore mostly black clothing when they were interviewed—and only 33% of rejected candidates wore black. Black clothing apparently helps hiring managers make positive judgements more quickly. 50% of employers say that they can decide in the first five minutes of an interview whether a candidate will be a good fit for the position.

MoneyTalksNews.com

Career-boosting college courses: These include business writing to help you create better memos, e-mails, reports, grant applications, and more. Communication and public speaking for more effective interactions and better presentations. Digital communication and electronic marketing to understand social media better and use the sites more effectively, computer software skills for better spreadsheets and document processing. Web development and programming that covers languages such as Python and HTML5 and shows how to build websites and improve portfolios and resumes. Entrepreneurship to focus on the practical aspects of creating and growing a startup. Professional skills classes that combine elements such as teamwork, leadership, self-awareness, and networking. *WiseBread.com*

■ **Best questions to ask before taking a job.** *What personalities do well here?* This tells you whether you would be a good fit. *What are the personal or professional development opportunities?* The answer shows how much the company values its employees. *What is the typical career path for this position?* Knowing that there is one is important if you hope to stay with the company and advance within it. *What is the company culture like?* Find out how the firm regards work/life balance and what a typical workday looks like. *Do you have a bonus program?* Get details on all forms of pay, including salary, bonuses and equity. *Why do you like working here?* Let the interviewer tell you his/her view. *What values are important to the company?* Be sure that they are in line with yours.

Roundup of experts on job interviewing, reported at MarketWatch.com.

I have an interview – Now What?

- Do as much research on the company as possible
- Dress in a suit and tie. Dress shoes, shined. Look like and act like an executive
- Take a business card
- Write an introduction letter if you have not done so
- Indicate which professional association you belong to and your involvement
- Indicate you wish to pursue real estate designations CPM, CCIM, RPA or ?
- Indicate you wish to continue your education. ie MBA if only one class per semester
- Doctor your resume to fit the employer's needs
- Show up 15 minutes early. Never be late for any appointment or meeting. **Never**
- Show where you think you can add value to the company. Be a problem solver
- Ask questions about the company.
- Do not focus on how much money you are going to make.
- Build a relationship with everyone you can in the company. Be personable.
- Remember names. Exchange business cards.
- Take a small notebook. Make notes of the meeting right after the interview
- Study the company and visualize yourself as the CEO, some day. Getting a job is the beginning of a journey. Think long term and visualize you being an executive.
- Ask the interviewer questions as to how you can prepare yourself to add value to the company. If the interviewer were you what should you study and focus on to bring value. Remember your job is to make your boss be successful which will bring success to you, the company and your community.
- Write a Thank You note to the interviewer immediately.

Ima Titan

Contact: 714-xxx-xxx | imatitan@gmail.com | 5100 Nutwood, Fullerton, CA.
www.linkedin.com/in/imatitan

Education

California State University, Fullerton, CA

Bachelor of Arts, Business Administration and Economics

May 2023

Cumulative GPA: 3.41

Concentration: Real Estate/Finance

Golden West College, Huntington Beach, CA

AA -Business Administration, Economics, AA - Liberal Arts, Mathematics

May 2021

Plan on working towards Master's Degree in Business Administration, Part time

Relevant Coursework

- Financial Management
- Property Management
- Student Managing investment Fund
- Business Analytics
- Business Law
- Economic Development

Professional Experience

Best Property Management, Co

May 2020-Present

Regional Property Manager

Managing portfolio of rental properties for a local investor. Tasks include accounting, management, Leasing, maintenance and other functions associated with real estate management. The portfolio consisted of multifamily and office properties.

Certificates

- Real Estate Salesperson License
- ARGUS Real Estate Commercial Valuation
- Certified in Google Analytics by Google Analytic Academy
- Certified in Personal and Family Financial Planning by the University of Florida

Professional Associations

Student Member of the Institute of Real Estate Management, Orange County, IREM

Student Member of Building Owners and Managers Association, Orange County, BOMA

Student Member of Commercial Women in Real Estate, CREW

Student Member of International Council of Shopping Centers ICSC – Delegate to ICSC Convention 2023

Skills

Computer Proficient in Microsoft Word, Excel, Adobe, Premier Pro, G-Suite Applications, Zoom

Organizations

Real Estate Association, CSUF Board Member 2022-2023

Finance Association, CSUF

References Available on Request