

Brent J. Fallows

School Address (thru May 2010):

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Permanent Address:

955 Sutton Dr.
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Objective: To obtain a full time job pertaining to Commercial/Industrial Real Estate for the spring of 2010 that extends and uses my existing communication skills and knowledge in the fields.

EDUCATION

University of Illinois at Urbana-Champaign

Expected Graduation: May 2010

Bachelor of Science in Environmental Economics & Policy, Concentration in Real Estate

EXPERIENCE

Cohen Financial – Chicago, IL, *Marketing of Financial Services*

Summer 2008

- Developed a portfolio of in-depth case studies of completed client transactions to provide a systematic overview of company successes to be used as sales collateral and website content
- Assisted marketing director in implementing and administering public relations, brochure collateral, direct mail and website content programs for 10 national offices
- Served as a business partner to associates and senior executives for all marketing support functions
- Generated and distributed timely direct marketing feedback reports to sales associates of regular on-going email campaigns for use in new business prospecting

Skokie Country Club – Glencoe, IL, *Club House Assistant Manager & Honor Caddy*

May 2005- 2009

- Maintained and fostered customer relations with members
- Provided outstanding customer service to members by accommodating their requests
- Ordered supplies based on a fixed budget to insure operational efficiency and encourage maximum productivity
- Orchestrated and promoted charity golf outings for 200 sponsors
- Originated and developed various country club activities
- Started as a B Caddy and promoted to a Honors Caddy within the same year
- Assisted 300+ members on the golf course at an honors level

COLLEGE ACTIVITIES

Zeta Beta Tau Fraternity – *Vice President*

December 2007- 2008

- Organized and executed fundraisers, social events, and study breaks for 100+ class members
- Served as *Liaison* to the Judicial Board, Interfraternity Council, and the RHO Chapter Housing Corporation
- Enforced high executive decisions dealing with financials, house affairs and campus relations
- Mentored freshmen class through discussion panels and weekly administrative meetings
- Remodeled and implemented a new brotherhood program and chapter constitution

Rho Epsilon, Student Real Estate Organization - *Member*

January 2008- Present

- Allows students to attend bi-monthly meetings in which real estate professionals speak and interact with the members
- Actively participate in sponsored lectures from many diverse perspectives from all fields of real estate
- Attended the Harold E. Eisenberg Foundation Real Estate Career Days, a two day event in Chicago hosted by top real estate professionals that included dinner with the professionals, four panels, and roundtable discussions

LEADERSHIP

- Zeta Beta Tau National Convention and Leadership School
- Zeta Beta Tau Midwest Regional Leadership Conclave
- Sinai Scholars Society
- Chabad Leadership Board

Summer 2008

Spring 2008

Spring 2009

Fall 2009

COMPUTER SKILLS

Microsoft Productivity & Adobe Desktop Design

- Proficient in Excel, Power Point and CRM; Adobe Acrobat, PhotoShop and PageMaker