

Ves M. Pavlovic

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Objective: Dedicated candidate seeking a full-time entry level position. Offering maturity, insight, energy, leadership, and a passionate interest in Commercial Real Estate.

Education: **Marquette University** Milwaukee, WI
College of Business Administration
Bachelor of Science Degree, May 2010
Double Majors: Commercial Real Estate and Marketing
Relevant Courses: Commercial Real Estate Development, Commercial Real Estate Finance, Commercial Real Estate Valuation, Marketing Research, Financial Accounting, Managerial Accounting, Financial Management, Strategic Management, Supply Chain Management, Marketing Management, Human Resource Management.

Internship Experience:

RDM Development, Chicago, IL *Summer 2008*
Assistant Property Manager

- Assisted the building manager of a 400 unit residential/retail Condominium building located in downtown Chicago
- Gained experience in directing building employees to achieve important tasks such as taking out the garbage and house keeping the Condo units
- Responded to tenant requests and complaints in a timely matter in order to improve tenant satisfaction
- Oversaw the moving of a convenient store located in our building that moved from one unit to another

Other Work Experience:

Catholic Family Life Insurance, Milwaukee, WI *November 2009-Present*
Sales Correspondent

- Entered newly issued insurance policies into the company database
- Interacted closely with company brokers to follow up on customer leads and current policy rates
- Determined the amount of commissions our brokers earned in a given pay period according to total sales and recently issued policies

Chicago Board of Trade, Chicago, IL *Summer 2005*
Floor Clerk

- Entered stock trade data into a Palm Pilot installed with the CBOT software which included the buyer/seller of the stock, the quantity bought/sold, and the price of the stock
- Communicated with traders and floor clerks to verify trade data
- Stayed focused on the objective during hectic trading periods where traders
- Synched data at the end of the day with other floor clerks to ensure accuracy

Activities: VP of Marketing – Marquette Real Estate Club, Institute of Real Estate Management
Member, Marquette Hunger Cleanup Volunteer, Men’s Intramural Basketball League, Marquette Blood Drive Donor, Campus Kitchen Volunteer, Eisenberg Foundation Mentee

Additional Skills: Microsoft Word, Excel, PowerPoint, Access, Outlook, Argus Software, CoStar Software, Proficient in Croatian and Polish, Class experience with constructing Proformas