

Hunter Dowd

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Objective To succeed in all responsibilities assigned to me by effectively applying my past experiences and education in order to contribute to value added activities.

Education and Certification

Marquette University Milwaukee, WI
Bachelor of Science in Business Administration, Graduation: December, 2009
Double Major: Finance, Commercial Real Estate

University of Antwerp Antwerp, Belgium May – June 2008
Study abroad program which focused on international business and the European Union
Gained knowledge of foreign business practices and cultural awareness

Leadership in Energy and Environmental Design Accredited Professional
New Construction Track - Version 2.2, Certified: June 20, 2009

Work

Experience **Churchill Associates** Chicago, IL May – Aug 2009, 2008, Dec 2008

Property Management Intern

- Coordinated contractor activities for a \$450,000 renovation project
- Attended transfer of title and closing of a newly acquired commercial property
- Toured and evaluated prospective commercial real estate
- Updated and reviewed leases for upcoming tenant renewals
- Prepared and showed vacant space for new tenants
- Showed adaptability though effectively handling general maintenance issues

Terry Dowd, Inc. Chicago, IL May – Aug 2007, 2006, 2005

Administrative Assistant

- Entered and updated financial data using the Solomon system management tool
- Utilized Excel to prepare and subsequently deliver bank deposits
- Organized and filed archived proposals
- Filed current accounts receivables and payables
- Employed company knowledge to test new project management system
- Demonstrated versatility by assisting with other general office duties

Warehouse Associate

- Increased usable floor space by consolidating pallets and crates
- Soft-packed fine art and furniture for handling purposes
- Demonstrated customer service by assisting with field installations
- Protected inventory by wrapping speed packs and crates for storage

Honors and Activities

- Marquette Real Estate Club: Attended industry related events and professional speakers
- Harold E. Eisenberg Career Day: Chicago real estate networking event in 2009, 2008
- Deans List Award Recipient
- Marquette Ski and Snowboard Club Team: Competed at USCSA Nationals 2009
- Service Learning: Volunteered for the Neighborhood House in Milwaukee, WI
- Marquette Intramural Sports: Dodgeball, Softball, Bowling, Flag Football, Soccer
- National Amateur Dodgeball Association Champion 2008

Skills include: CoStar, ARGUS Valuation, Microsoft Office Suite, and Adobe Photoshop