

Proven track record of successfully managing projects to achieve and exceed goals for the company and its clients. Ability to creatively problem solve while keeping company goals in the forefront. Experience working with senior management at clients of all sizes and types. Strong work ethic with an interest in learning various aspects of a business to contribute to its overall success.

RELEVANT EXPERIENCE

Cushman & Wakefield (previously known as DTZ Americas / Alliance Real Estate Associates), Pittsburgh, PA

Marketing Coordinator / Broker Coordinator, September 2008 - Present

- Conduct market studies and property searches to match clients' needs and budgets
- Analyze client leases to ensure that they receive efficient and cost-effective space and services
- Serve as a liaison between clients and brokers
- Maintain client lease portfolios and associated documents
- Work cohesively with brokers to produce high-quality documents, executive summaries, presentations and market reports
- Prospect for potential clients using a wide range of resources and develop a database of more than 2,300 companies, organizations and professionals
- Coordinate, draft and process both print and electronic mailings to potential and current clients, including promotional materials, invoices and contracts
- Conduct tours and orientation sessions for clients considering moves to other locations
- Assist in the negotiation process on behalf of client with leasing agents and building owners
- Administer Human Resources procedures, such as expenses and travel
- Ensure correct payment of broker commissions for the Pittsburgh office
- Managed the relocation of office space for DTZ

Del Monte Foods, Pittsburgh, PA

Corporate Communications Intern, Summer 2008

- Provided communications support for various employee activities
- Provided support for various public relations-specific activities

Quest Fore Communications, Pittsburgh, PA

Public Relations / Marketing Intern, Spring 2008

- Assisted with national marketing program for Heinz Ketchup for school foodservice accounts
- Wrote and issued news releases and contacted media outlets

KDKA/Pittsburgh CW, Pittsburgh, PA

Promotions Intern, Summer 2006

- Assisted with the development and filming of commercials and promotion of network shows
- Developed and wrote news releases regarding the introduction of the CW network

LICENSES AND CERTIFICATIONS

Licensed Pennsylvania Real Estate Sales Person

EDUCATION

Westminster College, New Wilmington, PA

Bachelor of Arts: Public Relations, May 2008