

CORE COMPETENCIES

- Microsoft Office
- Adobe Creative Suite 6
- Urban planning & civic innovation
- Research, reporting, & analytics
- SEO, social media strategy & branding
- Licensed real estate agent

WORK EXPERIENCE

COLDWELL BANKER KING THOMPSON | COLUMBUS

September 2015 - present

Realtor

- Present purchase offers to sellers for consideration.
- Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates.
- Interview clients to determine what kinds of properties they are seeking.
- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
- Coordinate property closings, overseeing signing of documents and disbursement of funds
- Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.

QUORUM COLUMBUS MAGAZINE | COLUMBUS

January 2013 - September 2015

Columnist, Graphic Designer & Social Media Manager

- Responsible for a monthly column on the topic of urban development and civic innovation
- Met deadlines for design layout and graphics for the 5,000 print copies and online content
- Managed all social media activity for the publication on Facebook

COMMUNITY PROPERTIES OF OHIO | COLUMBUS

March 2014 - June 2015

Property Manager

- Monitored and managed the financial performance of 320 affordable housing units
- Ensured lease compliance successfully pursuant to HUD regulations and CPO policy
- Established and maintained a cooperative working relationship with key community groups
- Conducted inspections annually of all units adhering to agency regulations and CPO policy

ADDITIONAL PROFESSIONAL EXPERIENCE *[concurrent with above]*

COLUMBUS MAYOR, MICHAEL B. COLEMAN'S GREEN TEAM | COLUMBUS

January 2013 - present

Green Team member and member on the Transportation Working Group

(appointed)

- Conduct initial research for expanded recycling program and transportation investments
- Develop implementation strategies for Green Memo III, the city's next five year master sustainability plan

EDUCATION

THE OHIO STATE UNIVERSITY | COLUMBUS

June 2012

College of Engineering, Knowlton School of Architecture

Masters in City & Regional Planning

THE OHIO STATE UNIVERSITY | COLUMBUS

June 2009

Bachelors of Arts in Portuguese

Bachelors of Arts in International Studies, World Business & Economy concentration

International Affairs Scholar

CURRENT DISTINCTION

- 3rd Best Columbus Champion of 2014, ColumbusUnderground.com
- President, Godman Guild Emerging Leaders
- *Forge Ahead* grassroots transportation campaign, Forge Columbus
- Community Advisory Committee, MORPC
- Board member, Transit Columbus
- NextGen Project Advisory Group, COTA
- OSU Alumni Edition: JM Rayburn