

December, 2016

Current and Future Employers
of SCSU Real Estate Majors

Dear Employers:

Enclosed you will find the Real Estate Majors Resume Book for 2016-2017. You will notice that some of the resumes are for students graduating in December and May this academic year seeking career opportunities and some are for students interested in internship positions for the summer of 2017.

We have also included a partial list of those companies and government entities that have hired SCSU real estate grads in the past, a brief vita of the real estate faculty, and the course requirements for real estate majors at SCSU. In addition to our real estate majors, this year you will find resumes of some of our real estate minors as well as members of the SCSU student Real Estate Association. We feel they are all well prepared to enter the real estate industry.

We hope you find this a useful tool in meeting your future staffing needs. If you have any specific questions about our program or about an individual in the real estate program, please feel free to contact me.

Additionally, if you have needs for people with experience you can go to the SCSU Real Estate Alumni website www.scsurea.org and post your position there.

Sincerely,

Steve Mooney, Ph.D.
Professor of Real Estate & Finance
Holder of the MN Chair in Real Estate
Herberger College of Business
St. Cloud State University
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St. Cloud, MN 56301

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jrc

REAL ESTATE MAJORS

RESUME BOOK

2016-2017

Real Estate Faculty

Steven P. Mooney, Ph.D.

Dr. Mooney is Professor of Real Estate and Finance at SCSU, Chairperson of the FIRE Department, and holder of the MN Chair in Real Estate. He obtained his B.S. degree from the University of Wisconsin-River Falls, his M.S. in Real Estate and Regional Science from Southern Methodist University and his Ph.D. in Finance/Real Estate from Texas A&M University. His duties as the MN Chair include teaching and advising students in the BS and MBA degree programs in real estate, advising the student Real Estate Association, working with the Real Estate Alumni Association, assisting in the placement of grads, and interacting with professional organizations in the real estate industry. He also teaches Real Estate Principles, Real Estate Finance and Investments, and Real Estate Appraisal.

Steve has published in a variety of real estate journals in the U.S., Australia and the United Kingdom. His book, Real Estate Math Demystified, published by McGraw-Hill, has sold over 10,000 copies. He has presented seminars in both the U.S. and Australia on topics ranging from appraisal techniques to the S&L crisis and its impact on the appraisal industry. Dr. Mooney has held Visiting Fellow and Visiting Research positions at the University of Western Sydney in Australia and the University of Ulster in Belfast, Northern Ireland.

Kelly Jameson

Kelly Jameson received her undergraduate degree in Real Estate from St. Cloud State University in 1998. Her emphasis was property management and she had a minor in economics. She completed her Masters in Business Administration at the Carlson School of Management in 2004 with an emphasis in Finance. Kelly worked as a commercial property manager for Welsh Companies and for United Properties and in development for the St. Paul Port Authority. She has taught for SCSU in the past on a fixed term basis and is back with the faculty in a tenure track position. During the fall of 2014 Kelly spent a month teaching in England at Alnwick Castle.

A Partial List of Employers of SCSU Alumni

21st Century Bank
A to Z Properties, Inc.
Access American Transport
Affinity Plus Federal Credit Union
Agilaire, LLC
AIG Global Real Estate Investment Corp
Air Force
Aitkin County Assessor's Office
Alatus LLC
Allen Lee Homes
Allstate Insurance Company
Amergy Bank
American Bank of the North
American Eagle Airlines
American Family Insurance
Ameriprise Financial
Ampere
Anchor Bank
Anoka County Assessors Office
Arrow Companies
Artexsys, Inc.
Arthro Care Sports Mdeicine
Assured Financial, LLC
Athelon Enterprises
Bank Forward
Bank of America
Bankers Mortgage
Bayer Built Woodworks
Bear Development
Bear Island Land Co., Inc.
Bell Mortgage Division of State Bank and Trust
Beltmann Relocation Group
Big Lots
BMS Intermediaries
Bobalouies Grill & Sports Garden
Borgelt, Powell, Peterson & Frauen, S.C.
Boston Scientific
BRKW Appraisals
Brookfield Office Properties
bSharp Creative Marketing
Buell Consulting
Buffalo Wild Wings
Burnet Relocation Group
C & O Services – Superior Exteriors MN
Cambridge Properties
Capstone Homes
Cardinal Homebuilders, Inc
Cargill, Inc
Carleton Property Services
Cash in a Flash ATM Services
Cassidy Turley
CB Richard Ellis
CBRE
CBRE Capital Markets
CBRE Brokerage Services
CBRE Global Corporate Services
CBRE.com
CBRE Valuation and Advisory Services
Central Minnesota Credit Union
Central MN Development Company
Central MN Surgical Center
ChadWick Real Esate Appraisals
Chau Appraisals
Christopher and Banks
CHS, Inc
City of Bloomington
City of Brooklyn Center
City of Brooklyn Park
City of Eden Prairie
City of Edina
City of Maple Grove
City of Minneapolis
City of Minneapolis - CPED
City of Minnetonka
City of St. Cloud
Coldwell Banker A. Adler & Associates
Coldwell Banker Burnet Relocation
Coldwell Banker North Shore
Colliers International
Colorado Virtual Academy
Core Power Yoga
Cosmos Appraisals
Credit America Savings COmpany
Cresa Minneapolis
Crossroads Trailer
Crown Appraisals, Inc.
Cushman & Wakefield / NorthMarq
CVS Pharmacy
Dakota County Assessor's Office
DDK Construction
Demuth Agency, Inc.
Denny's Inc.
Depuy Synthesis Mitek Sports Medicine
Direct Financial
District 740 Melrose
Diversified Real Estate Services, Inc.
Dixon Property and Appraisal. LLC
DNR
Dominium Development and Acquisition
Doran Comapnies
Dotzler Appraisal Service
Dougherty & Company, LLC
Duff & Phelps
Duluth Courthouse Field Office
DW Jones Management
Eagle's View Landscaping

Edina Realty
Edina Realty Maple Grove
EdwardJones
Ehlers and Associates
EKJ Appraisals
Electrolux
Elite Real Estate Services
EMCOR Facilities Services, Inc.
EnviroBate Metro
Epicore Software
Ever-Green Energy
Farm Bureau Financial Services
Fast Refund Tax Service
First Movers Advantage, LLC
First National Bank Wadena
First National Bank Cold Spring
Fleet Service
Forsythe Appraisals, Inc.
FXP, LLC
G & C Seeds
Gaia Real Estate Investments
Gamades Properties
General Mills, Property Taxes
Geo-Comm, Inc
GMAC RFC
Goetsch Enterprises
Gold Eagle Realty
Goldmark Schlossman Commercial Real Estate
Gonyea Commercial Properties, Inc.
Granite City Real Estate
Grant County
Graybar Electric
Great Clips, Inc.
Great Floors
Greater Insurance Service of Baudette
Greco Properties
Greystone Servicing Co., Inc.
GTRE Commercial-Valuation Services
Gustafson Appraisal / Coldwell Banker
Hempel
Hennepin County Assessor's Office
Heying Development Corporation
Hines
HJ Sims
Home Federal Savings Bank
Homeowners Mortgage Corporation
Hormel Foods
Horstmann Enterprises
Hosch Appraisal & Consulting, LLC
Hospitality Services
Housing Community Works
HR Green
Hudson Baking Company
ING Direct
INH Property Management
Integra Realty Resources
Internal Revenue Service
IRET Properties
IW Research & The Diedrich Walsh Marketing Group
JH Callahan & Associates
Johnson Builders & Realty
Jones Lang LaSalle
Joseph Mako Appraisals
JP Morgan Asset Management
JP Morgan Chase
JSH Properties, Inc
Just For Kix
Kalahar Appraisal
Karvel Rodning & Associates
Keller Williams Premier Realty
Kelly Computer Supply Company
Kenneth D. Kirby, Inc
Kensington Bank
Klein Bank
Knudson Farmers Insurance Agency
Kuepers Inc. Architects and Builders
Kurth Adjusting and Insurance Services
KW Commercial
Lancet Data Sciences
LaNel Financial Group
Lang Nelson Associates
Lanz Appraisal, LLC
Lend Smart Mortgage
LeSueur County Assessor's Office
Liberty Savings Bank
Lifetime Fitness
Lloyd Companies
Lunda Construction
Lynskey & Clark Company
MacCel Management, Inc.
Macieji Consulting
Mainstreet Appraisals
Mangelsen Appraisals
Marcus & Millichap
Mark A. Oehrlein Appraisals, Inc.
Marketplace Home Mortgage
Mayo Clinic
Megastar Financial Corporation
Meridian Real Estate Group, LLC
Meritex Enterprises, Inc.
Metro Group Real Estate
MFC Properties Corporation
Michael Bownik Appraisals
Mid-America Real Estate
MidCountry Bank
Midwest Maintenance & Mechanical
Miller Auto Plaza
Minneapolis Appraisal Source, Inc.
Minnesota Adult & Teen Challenge
Minnesota Army National Guard
Minnesota Business Finance Corporation
Minnesota Commercial Property Tax Advisors
Minnesota Department of Transportation
MN Valley Realty
Murdock's Ace Hardware
Musky Tackle Online

Nagell Appraisal & Consulting
 Natixis Investment Banking
 Network Access Products
 New London Real Estate
 Nicollet Partners
 NMC Consulting LLC
 Northeast Iowa Appraisal & Real Estate
 Northeastern University
 Northern Tool & Equipment
 NorthMarq Capital
 Novation Group Consulting, Ltd.
 Nuveen Assets Management
 Oak Grove Capital
 O'Driscoll Development
 Oehrlein Appraisals
 Office Depot Real Estate
 Olmsted County
 Olympus Properties
 Opus Holding, LLC
 Oracle, Inc.
 Oregon Trail Insurance Company
 Orion Appraisals, Inc
 Orix Real Estate Capital Markets, LLC
 Partners National Real Estate Group
 Paster Enterprises
 Patchin Messner Dodd & Brumm
 Patriot Business Group
 Pavek Appraisals
 Pepsi-Co
 Piedmont Office Realty Trust
 Pine County Assessor's Office
 PJH Remodeling, LLC
 Platinum Properties Group, Inc.
 Premier Real Estate Services
 Prime Mortgage
 Pro Drywall
 Property Claim Solutions
 Property Tax Resources, Inc
 Proto Labs
 Prudential Life Insurance & Majestic Real Estate
 Rabo AgriFinance
 Ramsey County Assessor's Office
 RE/MAX Advantage Plus
 Real Estate Advisors, Inc
 Real Living Messina & Associates
 Red Stag Energy
 Redwing Aeroplane Company
 Rehabital Homes
 Reineke Realty
 Reit Management & Research
 Remax Results
 Renters Warehouse
 Richie Bros. Auctioneers
 RichMac Funding & Prairie Sky Financial
 RiverSource Life Insurance Company
 RJR Insurance Agency
 RMR
 Robert Lindahl Realty, Inc & Dungarvin, Inc
 Roberts Management Group
 Ruhland Commercial Consultants
 Ryan Companies
 Sajan, Inc
 Sanderson & Stewart
 Sasaki Medical LLC
 Schank Appraisal Services
 Schreiner Appraisal
 Scott County
 Scotland Homes, LLC
 SCP Control, Inc.
 Scriptural Spiritual Direction
 Select Group Realty
 Shaw Realty
 Shelter Corporation
 Shenhon Company
 Shorenstein Realty Services
 Showcase Properties
 Sibley County Assessor's Office
 SML Appraisals, Inc.
 Southwestern Minnesota Synod, ELCA
 Spectrum Financial Group, Inc.
 SPS Commerce
 SRF Consulting Group
 St. Cloud Appraisals, Inc.
 St. Cloud City Assessor's Office
 St. Cloud Post Office
 St. Louis County Assessor's Office
 St. Paul Linoleum and Carpet
 St. Paul Port Authority
 State Bank of Cold Spring
 State Bank of Fairmont
 State Farm Brando Walter Agency
 State of Minnesota DOT Land Management
 Stearns Bank NA
 Stearns County Assessor's Office
 Stewart Title Commercial Division
 Strategic Equipment
 Stuart Company, Riverview at Upper Landing
 Supreme Outdoor Services
 SVK Development
 Tacet Resources
 Taher, Inc.
 Target Corporation
 Target Headquarters
 TCF Bank
 TCF National Bank
 Tech Data
 Ted Glasrud Associates, Inc.
 TekNecks, Inc.

The Appraisal Group@Green Commercial Realty
The Bensman Group
The Darin Heller Team
The Excelsior Group
The Exceptional Home Team
The Realty House, Inc
The Valuation Group, Inc
TheMLSonline.com
Thoresen Diaby Helle Condon & Dodge, Inc
Thorson Homes, Inc
Thrivent Financial
Timberland Partners
T-Mobile
Triad Guaranty Insurance
Tri-County Abstract
TST Media
U of M Real Estate Office
US Air Force
US Army
US Bank
US BankCor
US Department of Housing and Urban Development
Umax Mortgage
UMC, Inc
United Properties
UnitedHealth Group
University of Michigan Athletic Department

Upfront-Broker.com
Upland Real Estate Group
UPM, Blandin Paper Mill
Urban Homeworks
USDA, APHIS, MRPBA, ASD, Realty
VA Hospital
Value-IT
Vanquish AP
Vermillion State Bank
Vernon Graphics and Promotions
Waialae-Larson Properties, LLC
Wakota Commercial Advisors
Warnert Development
Waters Street Retail, Inc
Weichert Realtors/Tower Properties
Weinzetl Appraisal Services
Wells Fargo Bank
Wells Fargo Home Mortgage
Wells Fargo RETECH
Welsh Property Trust
Willis of MN
Wipfli, LLP
WNC Lawn Services
Wolters Kluwer
Wright County Assessor's Office
Xerox
Zeller Realty Group

REAL ESTATE MAJOR COURSE REQUIREMENTS

Business Core

ECON 205	Principles of Macroeconomics	3
ECON 206	Principles of Microeconomics	3
BLAW 235	The Legal, Ethical, and Global Environment of Business	3
BCIS 242	Business Statistics	4
ACCT 291	Accounting I	3
ACCT 292	Accounting II	3
MKTG 320	Introduction to Marketing	3
BCIS 340	Management Information Systems	3
MGMT 301	Introduction to Professional Management	3
MGMT 383	Operations Management	3
FIRE 371	Managerial Finance	3
MGMT 497	Strategic Management	3
PHIL 484	Global Business Ethics	3
	Select one of the following:	3
	ENGL 332; MKTG 333; CMST 321, 332, 335, 341, 422, 432 or 441	

Real Estate Major

<u>Required</u> - (24 Cr)		
CMTY 200	Cities, Suburbs, and Small Towns	3
FIRE 375	Risk Management and Insurance	3
FIRE 378	Real Estate Principles	3
FIRE 386	Real Estate Property Management	3
FIRE 483	Real Estate Finance and Investments	3
FIRE 484	Real Estate Appraisal	3
BLAW 434	Real Estate Law	3
ECON 465	Urban and Regional Economics	3

Electives - (9 Cr) Dependent on student's area of emphasis;

Brokerage Management, Sales & Marketing, Building & Construction, Finance & Investments, Planning & Development, Appraisal, Property Management, or Insurance.

DANIEL ANSHUS

7576 Acorn Rd. NW Royalton, MN 56373
(320)-292-6986
dranshus@stcloudstate.edu

Objective:

To obtain an internship in the commercial real estate industry that will allow me to use and apply the skills and knowledge that I have obtained through my education and professional experiences.

EDUCATION

Bachelors of Science in Real Estate

St. Cloud State University, Saint Cloud, MN

Expected Graduation May 2018

- Program accredited by the Association to Advance Collegiate Schools of Business (AACSB)
- Work 30 hours per week while attending college full-time

EMPLOYMENT

Brooklyn Park City Hall, Brooklyn Park, Minnesota

City Assessor Intern

June 2016 - August 2016

- Assessed properties at market value and classified based on actual use
- Reviewed properties with new construction or building permits
- Input property information into Cama System "Vanguard"

Performance Foodservice

Production Worker/ Crew Lead

October 2012 - Present

- Demonstrates strong work ethic resulting in multiple promotions and raises
- Set-up and maintain equipment
- Monitor, direct and assist production line personnel to ensure 100% output

ACTIVITIES AND ACHEIVEMENTS

Volunteer

June 2009 - Present

Royalton Elementary, Royalton, MN

- Royalton Elementary soccer
- Summer baseball

Member

August 2015-Present

Real estate club

- Meet and converse with alumni
- Plan and execute fundraising activities

Jordan Campbell

396 2nd Ave. S
St. Cloud, MN 56301
(608)-606-3985

jpcracer95@gmail.com

<https://www.linkedin.com/pub/jordan-campbell/a3/77b/717>

Objective

I am pursuing a career in the commercial real estate business. I am currently looking for internships that will allow me to gain experience in the Real Estate field.

Education

St. Cloud State University, St. Cloud, MN

August, 2013 – Present

- Currently a Senior
- Double major for Marketing and Real Estate
- Enrolled in the Herberger Business School which is nationally accredited by the Association to Advance Collegiate Schools of Business (AACSB)
- Expected graduation: December 2017

Experience

GTRE Commercial, Edina, MN – *Intern*

May 2016 – August 2016

- Data Entry
- Market Analysis
- Appraisal Design

Green Mill, St. Cloud, MN – *Server*

August 2014 – Present

- Waiting tables
- Customer service
- Time management

Vernon County Highway Dept., Viroqua, WI – *Traffic Control Technician*

June 2013 – August 2015

- Communication with other employees to keep a work area safe and controlled
- Safety in the work place
- This seasonal job taught me more about a work ethic and what I want out of my degree more than any other job I have had

Volunteering

The most amazing volunteering experience I have had would be on a Native American Reservation a couple years ago. My group and I spent a week cleaning up their town, painting buildings, building decks, installing screens on windows, as well as running a daycare for young children. This trip taught me how to give back and to care for others before myself. It also helped give me a drive to what I want in life and how I am going to work to get it.

Ryan J. Connolly

656 Mary's Circle Vadnais Heights, MN 55127
Phone: 651-925-7372, E-mail: cory1002@stcloudstate.edu

Education

St. Cloud State University, St. Cloud, MN

Graduate Fall 2016

- Major: Bachelor of Science - Real Estate: Property Mgmt.
 - Working to obtain Real Estate License.
- Current Treasurer of the SCSU Real Estate Association.
- Working 40 hours per week while attending school full-time.

University of Wisconsin-Superior, Superior, WI

2011-2013

- Pre-Business
- Worked 25 hours per week while attending school full-time.

Employment

Property Management Intern

Summer 2015 & 2016

- Cushman & Wakefield NorthMarq, Bloomington, MN
 - Worked along-side senior property managers, while acquiring skills to manage monthly budgets and financial statements.
 - Acquired skills to review tenant leases in order to make a change, ratification, or specify certain language within the text.
 - Drafted and executed property condition reports for various properties.
 - Contacted vendors for bids while executing contracts and other requirements from vendors.

Building Maintenance

May 2012-January 2015

- Harvard Maintenance, Minneapolis, MN
 - Provided maintenance and cleaning services at the Campbell Mithun Tower, a 42-story Class A high-rise office tower, located in downtown Minneapolis.
 - Developed and maintained a strong working relationship with on-site building management, engineering personnel, and tenants of the building.

Clerical Assistant

September 2012-May 2013

- UW-Superior, Superior, WI
 - Worked in the business management office providing assistance to professors and other managers.
 - Acquired skills to act and work in a professional business setting.

Sales Associate

May 2010-December 2011

- Super America, Roseville, MN
 - Demonstrated skills in efficiently executing cash transactions by operating a cash register.
 - Used communication skills when dealing with customers and making sure to provide excellent service for the customer.

Skills

- Upholding and managing budgets and financial statements in a timely manner.
- Managing multiple projects and reports while adhering to strict deadlines.
- Communicating with tenants and providing superior customer service.
- Being able to work efficiently and lead groups in an appropriate manner.
- Using budget applications proficiently (MRI/Excel).
- Proficient in Microsoft Office and its products.

*References upon request

Mitchell Emslander

1345 Tennessee Dr.

Sartell MN, 56377

[320-249-9512](tel:320-249-9512) | emmi1201@stcloudstate.edu

Skills and Abilities

- Identified problems with productivity for troubleshooting
- Followed compliance regulations while given access to sensitive confidential information
- Met sales goals regularly
- Customer service
- Communicated productivity and disciplinary issues with associates
- Conducted performance reviews
- Created documents, and systems used to increase flow of work

Employment History

Urban Lodge Brewery and Restaurant-Sauk Rapids, MN

- **Bartender | July 2016-Present**
 - Responsibilities include knowledge of Minnesota liquor laws as well as sales. Knowledgeable in a comprehensive food and beverage program. Consistently mix cocktails and serve to guests in a professional environment.

Aria Communications-St. Cloud, MN

- **Assistant Supervisor | April 2015-July 2016**
 - Assisted management team in daily operations. Troubleshooting productivity issues and communicating solutions to management. Enhanced relationship between the associates and the company
- **Performance Coach | September 2013-April 2015**
 - Oversaw call center quality assurance. Working with fundraising callers to ensure that donor services and client relations standards are met. Assisting associates who struggle with performance and quality of work
- **Telephone Service Representative | September 2012-September 2013**
 - Produced fundraising calls for various non-profit organizations. Secured donations while maintaining a positive relationship between the donor and our clients.

FLS Connect-St. Cloud, MN

- **Telephone Sales Representative | July 2011-August 2012**
 - Conducted fundraising calls for political candidates and organizations while following state and federal regulations. Handling donors' sensitive information, and completing accurate data entry in a fast paced environment.

Education

Saint Cloud State University

- Real Estate BS, Expected May 2017

Ryelee Fedor-Helmbrecht

817 6th Ave S Apt 204 St. Cloud, MN 56301

Cell: (763) 732-3677 E-Mail: reezy1234@gmail.com **LinkedIn:** www.linkedin.com/in/ryeleeefh

EDUCATION

Bachelor of Science in Finance

Anticipated May 2017

St. Cloud State University, St. Cloud, MN

Internationally accredited by AACSB

Dean's List Fall 2015 and Spring 2016 semesters

Work 15 – 25 hours per week while attending school full time

Recipient of Robert and Diana Carter Scholarship 2015 – 2016 school year

Recipient of Donald Victor Hess Memorial Scholarship 2016 – 2017 school year

Recipient of Elloyd A. Hauser Scholarship 2016 – 2017 school year

3.89 GPA

Associate in Arts

May 2015

Anoka-Ramsey Community College, Coon Rapids, MN

Dean's List Fall 2013 – Spring 2015 semesters

Worked 20 – 30 hours per week while attending school full time

Completed first year as a PSEO student senior year of high school

3.81 GPA

RELEVANT COURSEWORK

- Financial and Managerial Accounting
- Managerial Finance
- Investment Principles
- Real Estate Principles
- Real Estate Finance and Investments
- Property Management

WORK EXPERIENCE

Contact Center Representative

March 2016 – present

Central Minnesota Credit Union, St. Joseph, MN

Respond to member inquiries

Direct phone calls to appropriate location

Educate members about beneficial products and services

Process member transactions such as transfers in a timely, accurate, and friendly manner

Meet deadlines and help with projects when necessary

Host

December 2014 – April 2016

Olive Garden, Coon Rapids, MN

Greeted and interacted with guests in a friendly manner

Planned and prioritized seating arrangements

Assisted servers with drink, soup, and salad refills

Assisted bussers with clearing tables

Opened and closed front of restaurant

ACTIVITIES & ORGANIZATIONS

Member of Real Estate Association, SCSU

September 2016 – present

Member of Investment Club, SCSU

January 2016 – May 2016

Member of National Society of Leadership and Success, SCSU

September 2015 – present

Member of Phi Theta Kappa Honor Society, ARCC

September 2014 – May 2015

Jeremy Grittner

28321 Nature Rd.

Royalton, MN 56373

(320)-293-2511

jeremygrittner45@gmail.com

Objective:

To obtain a job in real estate that challenges me, and allows me to utilize my education, skills and past experience in a way that will benefit my employer and allow for future personal growth and advancement.

Education:

Bachelor of Science in Real Estate: <i>St. Cloud State University, St. Cloud, MN</i>	Fall 2016
<ul style="list-style-type: none">Internationally Accredited by AACSBGraduating in December 2016Worked 20+ hours a week while attending college full-time2.95 GPABOMA and Kennedy Scholarships	Present Fall 2016
Associate of Arts Degree: <i>Central Lakes College, Brainerd, MN</i>	Spring 2014
<ul style="list-style-type: none">Associates of Arts DegreeDean's List two semestersExcel Award Scholarship	2013-2014 Spring 2012

Community Involvement:

President of the Real Estate Association, <i>St. Cloud State University</i>	Fall 2016
<ul style="list-style-type: none">Plan, manage, and coordinate all functions for the real estate club.Communicate with students, faculty, and alumni on a day to day basis regarding meetings and eventsSchedule and run weekly meetings, socials, fundraising, and recruiting events	
Member of the NAIOP team, <i>St. Cloud State University</i>	Spring 2016
<ul style="list-style-type: none">Served as the Development Consultant on the Pentagon Park site in EdinaWorked with group members to prepare and pitch our development ideaCreated a detailed market analysis to find the highest and best use for the property	

Employment:

Internship at Diversified Real Estate Inc. Minneapolis, MN	Summer 2016
<ul style="list-style-type: none">Assisted Commercial Appraisers with appraisal reportsDeveloped income, sales, and cost approachesCreated templates and formulas through Microsoft ExcelDrafted neighborhood and regional analysis	
Roma Performance Food Group: Rice, MN	2012-Present
<ul style="list-style-type: none">Production Lead of five personnelCapable of filling in at all positionsMonitored, directed, and assisted production line personnel to ensure 100% outputStrengthened team leadership by managing people's responsibilities	
Subway: Rice, MN	2010-2012
<ul style="list-style-type: none">Trained eight employeesSpecialized in solving customer complaintsOrdered product, and managed inventory for the store	

Paige A. Morton

612-730-0619 | mortonpaige@aol.com | <https://www.linkedin.com/in/mortonpaige>

Professional Objective

I am interested in working as a property manager at a commercial real estate firm where I can apply my knowledge and experience from my internship at Cushman & Wakefield/NorthMarq.

Education

St. Cloud State University **August 2012 – December 2016**

- Pursuing Bachelor of Science Degree in Real Estate, Emphasis in Property Management
- SCSU Real Estate program nationally accredited by the Association of Advanced Collegiate Schools of Business (AACSB)

Study Abroad

May 2013

- Traveled to Amsterdam, Berlin, and Paris
- Received GPA of 4.0 for summer term

Experience

➤ **Bayport Properties, Minnetonka, MN** **Spring 2013**

- Assisted Senior Vice President of the Property Management Department
- Duties consisted of general assistance in filing, organizing, opening/distributing mail, in fast paced commercial real estate management office

➤ **Cushman & Wakefield/ NorthMarq, Bloomington, MN** **Summer 2014 – 2016**

- Internship within Property Management Department
- Tasks completed: reviewed and approved property invoices, budget input, variance comments in the monthly operating report, updated rent rolls, conducted a preventive maintenance project, organized tenant appreciation parties, awarded jobs to vendors, compiled RFPs, assisted in property condition reports, prepared ratification agreements, created service agreements, created tenant handbooks, handled tenant requests, assisted in a property sale, and more.

➤ **Kent Housing Inc., St. Cloud, MN** **January 2016 – May 2016**

- Working 35 hours/week as the Office Assistant.
- Workload consisted of showing properties to perspective tenants, collecting rent, processing work orders, signing leases, recruiting potential tenants, and more.

Achievements/Affiliations

Secretary of the Real Estate Association at St. Cloud State University

Spring 2015 – Present

Student member of IREM – Institute of Real Estate Management

Fall 2015 – Present

Recipient, Society of Industrial and Office Realtors Scholarship

October 2016

Recipient, Richard Chalstrom/Raymond Anderson Scholarship

October 2016

Skills/Strengths

- Able to learn quickly and do quality work
- Mindset of going above and beyond the norm to provide customer service
- Outgoing and always prepared for further training
- Adaptable and enjoy change
- Proficient in Microsoft Office Software (Word, Excel, PowerPoint, Outlook)

Bjorik Mutize

500 12th Street South, St. Cloud, MN 56301-2194

952-381-4844; E: mubj1101@stcloudstate.edu

Education: Minnetonka High School Graduate; June 2012

Current: Saint Cloud State University, Saint Cloud, Minnesota

Bachelors of Science, Finance, BS. Minor in Real Estate. Degree anticipated in May 2017

Relevant course work: Business Statistics, Operations Management, Managerial and Financial Accounting/Finance, Business Communications, Information Systems,

Experience:

- 1) Junior Sales Coordinator, October 2015-Present

Capital One

Duties: Inbound sales specialist, customer experience, and account management for Capital One 360. Specialties include team brand management, selling and marketing for depository accounts, investing accounts, home loan servicing, and also business accounts.

Ranked in top 50% in performance for 4 out of 6 competing months in 1st and 2nd quarter of 2016.

- 2) Contractor Sales Representative Intern, May 2014-August 2015

Lloyds & Smith Corporation

Duties: Responsible for developing relationships and growing sales with estate developers/agents, independent renovators, remodelers, and home owners. Consists of maintaining portfolios of estate investments and also various client bookkeeping. Managed accounts from initial sale of projects to close of sale.

- 3) Shift Leader, August 2013-present

Firehouse Subs

Duties: Perform line operations with customer service and handling food operations within the store. Worked with general management within inventory and catering services.

- 4) Assistant Shift Leader, July 2010 to July 2012

Walgreens, Hopkins Crossroads, Minnesota

Duties: Perform service duties as restocking the floor, assistant in the photo department, assisting customers and cashier. Experience in retail helped learn about managerial, internal, and floor operations in retail. Responsible for financial bookkeeping and also employment scheduling.

Extra-Curricular Activity:

Real Estate Association, August 2016-present

American Marketing Association, January 2015-present

Herberger Business School Professional Development program, August 2012-present

Awards and Achievements:

Dean's list: 3.75 Grade point average Fall Term 2012, Honors

Spring Term 2015 major GPA: 3.6 grade point average, Honors

Top 35% in sales and metric performance in 6 out of 6, 3rd and 4th quarter competing months in 2016.

Notable Skills:

Excel interpersonal communication skills, leadership abilities, group coordination, and efficient problem solving skills.

Familiar with Microsoft Excel, Access, Word, and PowerPoint; Simple computer jargons.

Vanessa G. Richter

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Eagan, Minnesota 55122

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OBJECTIVE

To obtain a property management position within commercial real estate, utilizing the skills and experience gained through my education and working for previous property management firms.

EDUCATION

Saint Cloud State University, Saint Cloud, Minnesota August 2012-Present

- *Major:* Real Estate *Emphasis:* Property Management
- Work 30+ hours weekly while attending college full-time
- AACSB Internationally accredited Herberger Business School

EMPLOYMENT

Leasing Agent

CPM Companies, Saint Cloud, Minnesota March 2016-Dec 2016

IRET Properties, Saint Cloud, Minnesota March 2015-March 2016

- Responded to tenant work orders, ensuring maintenance staff resolves problems promptly
- Marketed and leased the properties, showing space to prospective tenants
- Trained newly hired leasing agents in compliance to company policies and procedures
- Provided weekly reports to ownership and management ensuring objectives are being met
- Communicated with tenants professionally, executing both written and verbal skills

Customer Service

April 2014-March 2015

The Home Depot, Waite Park, Minnesota

- Addressed customer concerns effectively, maintaining positive relationships
- Created and released specialty orders for consumers and contractors

Supervisor of Games Department

May 2011-October 2013

Valley Fair Amusement Park, Shakopee, Minnesota

- Led leadership and staff training, as well as orientation sessions
- Executed hundreds of transactions daily in a timely and efficient manner

ACTIVITIES AND ACHIEVEMENTS

Vice President

September 2014-Present

SCSU Real Estate Association, Saint Cloud, Minnesota

- Arrange weekly association meetings
- Set up fundraising events to raise money for networking events and trips
- Develop relationships by attending professional meetings of industry organizations

Carl Awalt – REIT Management & Research Scholarship

Scot Radel – Real Estate Scholarship

Student Member

March 2015-Present

IREM - Institute of Real Estate Management, Minnesota Chapter 45

VOLUNTEER SERVICE

Volunteer

Boys and Girls Club of America, Saint Cloud, Minnesota

January 2016-Present

Cornerstone | Rebuilding Lives, Restoring Hope, Bloomington, Minnesota

December 2016-Present

TYLER RUBLE

3838 Zenith Avenue South Minneapolis, Minnesota 55410 tyleruble@gmail.com 612.998.0082

EDUCATION

Bachelor of Science, Double Major: Real Estate, Entrepreneurship Graduated May 2016

Minor: Finance

Saint Cloud State University, Saint Cloud, Minnesota

Internationally Accredited Business School (I-AACSB)

Cum Laude

3.37 Cumulative GPA

Active member of Real Estate Association

“Keep It Real Estate” Scholarship 2016

EXPERIENCE

Development Intern

Dominium

January 2017 – Present

- Assist Project Partners and Development Associates with underwriting and financial modeling
- Work with local property appraisers and tax collectors to forecast real estate taxes
- Conduct market research to identify trends in the market and to establish comparables
- Help with miscellaneous tasks that arise during the development process of a property

Commercial Development Mentorship

United Development Solutions LLC

May 2016 – January 2017

- Ability to shadow and learn the development process for an \$18.9 million dollar mixed use building
- Participated in negotiations and meetings with investors, lenders, architects and contractors
- Learn the fundamentals of new market tax credits and TIF financing for commercial developments

Property Manager

Keene Partners LLC

May 2016 – January 2017

- Increasing revenue and occupancy by scheduling and conducting apartment showings
- Handle collections while maintaining an accurate tenant file management system
- Facilitate background checks and lease agreements with students and parents
- Maintains property and tenant relationships by investigating and resolving complaints

Administrative Assistant

Hanson Law Office (Real Estate Attorney)

May 2016 – July 2016

- Wrote provisions and detailed edits to commercial purchase agreements
- Maintained professional contact with clients via email, letters and phone
- Efficiently organized, copied and filed important real estate transaction documents

Administrative Assistant

Keller Williams Realty

May 2015 – August 2015

- Obtained required contract signatures on contracts and purchase agreements
- Secured Escrow funds and safely deposited them at appropriate external third-party office
- Distributed paperwork to all parties via fax, mail, or electronically according to required timelines



Brittany Ann Schmoll

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Objective

Attain an Appraisal Trainee license and utilize analytical skills in numerous property categories

Education

Bachelor of Science in Real Estate

December 2016

Saint Cloud State University- Saint Cloud, Minnesota

- Program nationally accredited by the Association to Advance Collegiate Schools of Business (AACSB-I)
- Member of University Honors Program
- GPA 4.0

Experience

Valuation Intern, CBRE, Minneapolis, Minnesota

May – August 2016

- Execute accurate appraisal reports in a timely matter
- Collect, verify, and interpret market data in a variety of commercial real estate sectors
- Investigate and resolve information discrepancies

Leasing Consultant, Grandview Estates, Sartell, Minnesota

September 2014-Present

- Perform sales, marketing, and clerical duties related to property management
- Interact with two other offices to coordinate cohesion in between offices, consultants, and managers
- Complete leasing paperwork, updating resident databases, and managing rent payments
- Contribute and assist in maintaining a strong caring, professional, customer service and satisfaction reputation

Peer Mentor, Saint Cloud State University, Saint Cloud, Minnesota

August 2015-Present

- Lead collaboratively and guide a group of over 30 students during college adjustment
- Facilitate class time and assist course instructor by assessing course work

Banking Intern, Central Minnesota Credit Union, Sauk Centre, Minnesota

May-August 2015

- Developed and implemented an action plan to increase net active checking accounts
- Assisted deposit operations accurately and quickly completing member transactions in the teller line
- Finalized and completed consumer loan document files

Server, The Food Garage, Lake Lillian, Minnesota

November 2010-June 2016

- Train in 10+ employees on company standards and procedures
- Develop interpersonal skills through interaction with customers and adjusting promptly to unexpected events

Activities

Real Estate Association

September 2013-Present

- Served as Secretary Spring of 2015 taking accurate notes and distributing information in a precise manner
- Served as Treasurer Fall 2014 attending budgeting clinics and providing financial guidance for the association
- Contributed to fundraising and planning events for the organization

University Ambassador

May 2015-Present

- Represent SCSU and interact with a variety of individuals during president, SCSU donor, and university events
- Serve individuals throughout the greater Saint Cloud community engaging in volunteering

Secretary, Honors Club

September 2014-May 2015

- Maintained a detailed record of club meetings and activities and distributed essential information
- Participated in Philanthropy Committee and helped coordinate fundraisers and volunteering events
- Carried responsibility to execute a Toys for Tots fundraiser

Volunteer, Toys for Tots

December 2013 & December 2014

- Volunteered at Christmas distribution event through the Salvation Army
- Assisted in coordinating two fundraisers in December 2013 and 2014

Achievements

Beta Gamma Sigma Member

- Membership is highest recognition for business student at a school accredited by AACSB International
- Requires rank within top ten percent of class

Awarded Minnesota Association of Assessing Offices Scholarship, CREW Network Foundation Scholarship, and MN Chair in Real Estate Scholarship

Recipient of 2015 Excellence in Leadership Award

Kyle Soderman

6074 Hodgson Rd Lino Lakes, MN 55014 | soky1201@stcloudstate.edu | (651) 249-9557

Education

- * St. Cloud State University- St. Cloud, MN Expected December 2016
- * Herberger Business School- AACSB International Accreditation
- * **Major of Real Estate; Minor of Criminal Justice**
- * Working 40 hours weekly while attending college full-time

Employment

Manager/ Coach- Obstacle Academy, Edina, MN May 2016- Present

- * Manage day-to-day business activities
- * Schedule employee hours, birthday parties, and competitions
- * Train children and adults in developing agility, speed, and strength
- * Execute marketing campaigns to promote the gym

Leasing Associate- At Home Apartments, St. Cloud, MN March 2015- May 2016

- * Show and sell prospective residents apartments
- * Assist in managing seven apartment complexes
- * Conduct lease signings with incoming residents

Sales Associate/ Customer Service- RockGardens, Lino Lakes, MN March 2008- Present

- * Accurately make cash and credit transactions in a fast paced work environment (Seasonal)
- * Seek out and assist customers in an orderly manner
- * Safely operate large machinery, such as bobcat, forklift, dump-truck, etc.

Drug Tester/ Field Agent- Minnesota Monitoring, Stearns County, MN June 2014- April 2015

- * Worked with offenders currently on probation
- * Accurately used drug-testing equipment, such as 5-panel, ETG, PBT, etc.
- * Worked in conjunction with Stearns County probation officers

Activities and Organizations

Vice President- Real Estate Association, St. Cloud State University October 2014- Present

- * Network with students and alumni
- * Help fund-raise for networking trips

Member- Warbirds, Annandale Paintball August 2008- Present

- * Collaborate with teammates at practice and events
- * Compete in local, regional, and national tournaments
- * Volunteer labor at the field and coach new players

Member/ Coach- Ninjas United, Saint Michael, MN February 2015- May 2016

- * Train children and adults in developing agility, speed, and strength

Student Rep- Board of Directors, Tri-County Crime Stoppers October 2013- February 2015

- * Created connections between TCCS and the local universities
- * Voted on critical issues concerning the organization

Recording Secretary- Board of Directors, Central Minnesota Emergency Services Chaplaincy January 2014- December 2014

- * Timed and recorded monthly board meetings
- * Composed reports following each session

Lindsey Terrell

10128 South Shore Dr, Plymouth MN 55441

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E-Mail: LTerrell1018@Gmail.com

Summary

Junior at St. Cloud State seeking experience in the Real Estate industry

Skills

Clerical

Customer Service

Sage Software

Microsoft excel

Microsoft Word

Problem Solving

Experience

January 2009 to Present

Property Management (various cities, MN)

Assistant

- Meet with prospective tenants to show properties, explain terms of occupancy, and provide information about local areas.
- Plan, schedule, and coordinate general maintenance, major repairs, and remodeling or construction projects for commercial or residential properties.
- Negotiate the sale, lease, or development of property and complete or review appropriate documents and forms.
- Maintain contact with insurance carriers, fire and police departments, and other agencies to ensure protection and compliance with codes and regulations.
- Market vacant space to prospective tenants through leasing agents, advertising, or other methods.
- Clean common areas, change light bulbs, and make minor property repairs.
- Direct collection of monthly assessments, rental fees, and deposits and payment of insurance premiums, mortgage, taxes, and incurred operating expenses.

Counselor Realty Maple Grove, MN

Listing Coordinator

May 2016-Current

- Greet incoming guests and direct them to the correct room with agent
- Schedule showings, appraisals, inspections
- Answer incoming calls
- Enter listings on MLS for agents; load pictures, upload appropriate documents
- Open and sort mail
- Assist agents with any miscellaneous requests
- Scan, copy, and file documentation and send to the correct places

Mid-Co A/V Golden Valley, MN
Receptionist

December 2015 to August 2016

- Answer phones and direct callers to the appropriate party
- Open and sort mail
- Enter in jobs in OSAS program
- Filing documents
- Miscellaneous projects provided by coworkers, management and president.

April 2013 to May 2015

J. Becher and Associates Rogers, MN
Project Manager Assistant

- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Complete forms in accordance with company procedures.
- Make copies of correspondence or other printed material.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
- Prepare and mail checks.

May 2009 to May 2013

Latuffs Pizzeria Plymouth, MN
Hostess

- Greet guests and seat them at tables or in waiting areas.
- Provide guests with menus.
- Assign patrons to tables suitable for their needs and according to rotation so that servers receive an appropriate number of seatings.
- Answer telephone calls and respond to inquiries or transfer calls.
- Take and prepare to-go orders.
- Operate cash registers to accept payments for food and beverages.
- Maintain contact with kitchen staff, management, serving staff, and customers to ensure that dining details are handled properly and customers' concerns are addressed.
- Inspect dining and serving areas to ensure cleanliness and proper setup.
- Receive and record patrons' dining reservations.
- Inspect restrooms for cleanliness and availability of supplies and clean restrooms when necessary.
- Assist with preparing and serving food and beverages.

Certificates

Minnesota Property & Casualty producer license

Obtained January 2011

Education

St. Cloud State University
Bachelor of Science Real Estate

May 2018
Saint Cloud, MN

North Hennepin Community College
Associate of Arts General

May 2013
Brooklyn Park, MN

Hopkins High School
High School Diploma

June 2011
Minnetonka, MN

Michael S. Weber

3710 W St. Germain street #222, St. Cloud, MN 56301

• Phone: 228-313-1951

• E-Mail: wemi1001@stcloudstate.edu

Objective

To obtain a position as a residential sales agent where my combined skills, enthusiasm, and commitment to hard work will provide limitless career advancement opportunities.

Skills

Self- motivated, personable, trustworthy, detail- oriented, dependable, persuasive negotiator, competent coordinator of tasks, persisting, socially insightful, skilled in computer software (Word, Excel, Tyler GIS).

Education

St. Cloud State University

August 2010- Anticipated December 2016

Bachelor of Science

- Major: **Real State (GPA 3.5)**
- Minor: **Marketing (GPA 3.5)**
- Program nationally accredited by the Association to Advance Collegiate Schools of Business (AACSB-I)

Professional Experience

Dakota County Assessing Services

May 2016 - August 2016

Residential Appraiser Internship

- Contributed in the areas of re-assessment, new constructions, and market analysis.
- Appraised an average of 65 properties a day in the field and through the Tyler GIS system.
- Well versed in the different types of appraisal software used to locate, evaluate, and record properties.

Laborer's Union for Environmental Plant Services

May 2012- Present

Asbestos, Lead, and Mold Removal

- Hazardous waste safe handling and elimination worker.
- Highly motivated team player that undertakes major project responsibilities due in short timeframes under strenuous conditions.

Menards, Inc.

December 2011- March 2013

Kitchen Design Specialist/ Sale Associates.

- Consumer care representative and kitchen designer.

U.S Regular Army

June 2006 - June 2010

Combat Engineer in Carpentry and Masonry

- Participated in the edification of infantry bases in Afghanistan.
- Right-hand man for both the Company's First Sergeant and Commander.

Nichole Wittman

523 12th ST S. APT 202 | St. Cloud, MN 56301 | (320)-583-3151 | wini1301@stcloudstate.edu

OBJECTIVE

To obtain a full time position in the Fargo/Moorhead area working in the real estate industry.

EDUCATION

- St. Cloud State University, St. Cloud, MN Expected May of 2017
- Bachelor of Science in Real Estate
- Bachelor of Science in Finance
 - **GPA: 3.20**
 - Program internationally accredited by AACSB-I
- Northern Illinois University, DeKalb, IL June 2012 - Dec. 2012

EMPLOYMENT

- **Spark Business Sales Specialist** May 2015 - Present
Capital One 360, St. Cloud, MN
 - Sell and manage Spark Business & personal accounts
 - Assist merchants with Spark Pay
 - Provide quality customer service
- **Tutor** Aug. 2014 - Present
Richard R. Greenhouse, St. Cloud, MN
 - Assist students with their course work
 - Leading by example by staying on task
- **Cashier, Seasonal** Apr. 2014 - Aug. 2014
The Home Depot, Waite Park, MN
 - Gained valuable team work skills
 - Communicated effectively with customers
- **Landscaper, Seasonal** May 2013 - Aug. 2013
Picture Perfect Homes, Waconia, MN
 - Worked 40+ hours a week
 - Teamwork to complete projects by deadlines

ACTIVITIES/ACHIEVEMENTS

- Volunteer for March of Dimes Oct. 2015
- NSIC All-Academic Team 2014-2015
- St. Cloud State women's basketball team Aug. 2013 - May 2015
- Northern Illinois University women's basketball team June 2012- Dec. 2012

ADDITIONAL SKILLS

- Proficient in Microsoft Office- Excel and Word
- Excellent communication skills and attention to detail
- General knowledge of GAAP