

JAMIE ARNESON

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OBJECTIVE: To obtain a position as a Property Manager in Central Minnesota

EDUCATION

Bachelor of Science in Commercial Real Estate **December 2007**

Saint Cloud State University (SCSU), Saint Cloud, Minnesota

- Program nationally accredited by the American Assembly of Collegiate Schools of Business (AACSB)
- Worked 25 hours weekly while attending college full-time
- Coursework completed to obtain real estate license
- Cumulative GPA: 3.21

EMPLOYMENT

Leasing Department Manager **October 2009-March 2010**

Granite City Real Estate, LLC, Waite Park, Minnesota

- Responsible for training new resident managers and leasing agents
- Managing accuracy of all legal documents including leases, renewals, HRA contracts, Section 42 compliance and other leasing forms
- Develop marketing strategies to reduce vacancy for over 25 locations
- Coordinate management take over of new and existing buildings

Leasing Department **April 2007 – October 2009**

Granite City Real Estate, LLC, Waite Park, Minnesota

- Use a variety of selling techniques to rent apartments & houses
- Processing tenant applications, consulting tenants on current leasing agreements, building tenant relations and designing advertisements

Server **July 2006 – April 2007**

Copper Lantern Family Food, Saint Cloud, Minnesota

- Developed strong communication skills while working with many levels of management and variety of customers

ADDITIONAL SKILLS AND QUALIFICATIONS

Real Estate Association (REA), SCSU **September 2006 – December 2007**

- Participation in meetings and activities sponsored by REA, including business tours, guest speakers and a variety of fund-raising activities
- Held secretary position for Spring & Fall Semester 2007

Computer Skills

- Proficient in operating entire Microsoft Office package
- Practiced in designing advertisements for print or online
- Able to skillfully operate Property Manager EDGE software