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**PROFESSIONAL EXPERIENCE**

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**Opendoor****Market Analyst**

- Complete monetary valuations of residential real estate property in the Nashville metro area, utilizing Opendoor's proprietary valuation tool alongside personal knowledge of real estate market trends

**Nashville, TN***May 2018 – Present***Cushman & Wakefield U.S.****Assistant Property Manager**

- Assist in leasing and management of client-owned medical office buildings in the Nashville metro area
- Interface with client hospital executives and show available rental space to potential lessees
- Ensure vendor contracts and tenant insurance policies are compliant with strict client requirements
- Adhere to annual property budgets and process payments to vendors for work/services performed

**Nashville, TN***Nov. 2015 – Present***Sofar Sounds: Nashville****Ambassador / A&R Consultant (Volunteer)**

- Contribute to the planning, prep and execution of a year-round indie concert series in Nashville, TN
- Review and screen artist performance submissions, selecting fresh talent and setting show lineups
- Organize day-of concert prep, venue setup, and act as MC during concerts between artist sets
- Design lineup posters and promotional content in Adobe Creative Suite for print and online usage

**Nashville, TN***May 2017 – Present***Fenway Summer LLC****Operations Assistant**

- Maintained the calendar of the Managing Partner, interfacing with both internal and external parties
- Planned and booked business travel and accommodation for the Managing Partner and executives

**Washington, DC***Mar. 2015 – June 2015***Center for Arms Control and Non-Proliferation / Council for a Livable World****Operations Associate**

- Assisted with drafting, editing and delivery of digital outreach materials to political constituents
- Researched relevant topics and congressional developments for use in policy-related publications
- Processed and recorded \$1M+ in donations to the PAC and endorsed political candidates during the 2014 election cycle, while ensuring strict compliance with FEC protocols
- Maintained and regularly updated the Center and Council websites and provided office tech support

**Washington, DC***May 2014 – Jan. 2015***Zamsolar Ltd.****Director of Regional Operations (Fellowship)**

- Oversaw the sale of sustainable solar products to rural, off-grid communities in sub-Saharan Africa
- Hired, trained, and deployed hundreds of local sales agents in remote regions
- Developed comprehensive organizational strategies to maximize growth in an emerging market
- Redesigned and maintained the company website to enhance visitor and customer experience

**Lusaka, Zambia***Sept. 2013 – Feb. 2014***United States Senate: Office of Senator Kay Hagan****Intern**

- Attended notable congressional briefings and hearings and reported on content and conclusions drawn
- Prepared aggregated daily press reports for the Senator and her Chief of Staff
- Drafted mail and email responses to messages sent to the Senator by North Carolina constituents

**Washington, DC***Sept. 2012 – Dec. 2012***Dickey Orphanage****Counselor / Instructor (Volunteer)**

- Planned and implemented an educational program including English, Math and Art courses

**Lhasa, Tibet***June 2007 – July 2007*

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**EDUCATION**

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**University of North Carolina at Chapel Hill**

- *Bachelor of Arts in Global Studies.* Specialization in International Politics and Latin America
- *Bachelor of Arts in Music.* Specialization in Vocal Performance

**Chapel Hill, NC***Graduated May 2012***Phillips Academy Andover****Andover, MA**

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**PROFESSIONAL LICENSES**

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**Tennessee Real Estate Commission**

- Affiliate Broker's License, ID Number: 339805

**Nashville, TN***Active Mar. 2017 – Mar. 2019*

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**SKILLS & EXPERTISE**

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Limited Working Proficiency in Spanish and Portuguese

Proficiency in front end web design, Microsoft Office, Adobe Creative Suite, Final Cut Pro, Raiser's Edge, Concur, and Yardi systems