



Shaira Dunn

Assistant Development Manager at NREUV

Recent college graduate with high ambitions to enter the Marketing and Management industry at an entry level to gain experience through mentorship, field practice and technical training. Within my expertise, I bring a strong sense of detail, an ability to adapt and interact with all levels of management, exceptional customer service and interpersonal skill base.

Email: sdunn@nreuv.com

SKILLS AND CAPABILITIES

Main Expertise:

- Inventory Management
- Record Keeping
- Microsoft Office
- Event Management
- Project Management
- General Administrative Support
- Communications

CAREER PROFILE

KELLER WILLIAMS PREFERRED PROPERTIES | Upper Marlboro, MD – Real Estate Agent, January 2020 to present

WICHITA STATE SOUTHEAST GEARUP PROGRAM | Wichita, KS – Assistant Site Coordinator 2018 – 2019, Instructional Mathematics Tutor June 2018 - Nov 2018

Role (s): Hired as instructional support for incoming teaching staff for the GearUp college readiness program. Rapidly promoted to assistant site coordinator due to strong performance and task entrustment achievements. Monitored student academic growth and implemented learning mechanisms to promote professional study habits. Tracked student growth progress electronically

and made weekly updates. Offered promotion after graduation but respectfully declined in pursuit of career reassignment and enhancement.

- Works closely with team site coordinators to collaborate educational development and mentoring events for inner-city youth.
- Create event flyers and e-invites for parent-student enrichment activities.
- Submit electronic timekeeping biweekly.
- Develop student understanding and interaction reports and correspondence for staff.
- Organize and direct activities for after school student programs.
- Prepare engagement agendas for student campus interaction during college tours.

CREDIT UNION OF AMERICA | Wichita, KS – Customer Service Banker Specialist 2015 to 2019

Began in the financial service industry to gain higher level of professionalism and identify possible career options in finances related to real estate. Gained the opportunity of shadowing multiple mortgage loan officers.

Role:

- Cross-sell specialty deposit products tailored to earning members most return on profits
- Manage fund transfers, cash dispersal, loan payments, statement reviews, etc.
- Identify and repair account conflicts for members by researching transaction history and purchase patterns.
- Assist daily in vault balancing, teller dispersals and deposits.
- Train and oversee tellers on the floor.

EDUCATION

WEICHERT SCHOOL OF REALTY | Bowie, MD MD Licensed Real Estate Agent

**WICHITA STATE UNIVERSITY – W. FRANK BARTON SCHOOL OF BUSINESS | Wichita, KS
2019 Bachelor of Business Administration, Entrepreneurship with emphasis in Real Estate**

**BUTLER COUNTY COMMUNITY COLLEGE | El Dorado, KS 2018 Associates of Marketing and
Management, Associates of Liberal Arts**

AWARDS AND AFFILIATIONS

Organizations

National Association of Realtors – 2020

Prince Georges County Association of Realtors – 2020