

# ANDREW H. LEVEY

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**School Address**  
170 Jonas Ave. #3  
Athens, GA 30601

**Permanent Address**  
5208 Stone Arbor Court  
Dallas, TX 75287

## Objective

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To obtain a full time position for a dynamic, growth oriented commercial real estate firm. Apply principals of real estate management, finance, and valuations.

## Education

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**The University of Georgia**, Terry College of Business Athens, GA

*Bachelor of Business Administration—Real Estate*

**Expected May 2009**

Overall GPA: 3.67/4.0

**Computer Skills:** Proficient in Microsoft Excel, Word, PowerPoint, and Access.

*International Student, Cultural Experiences Abroad – Barcelona, Spain*

**Fall Semester 2007**

- Increased understanding of social, political, environmental, and economical global issues
- Developed a broader mindset, welcoming and understanding diversity
- Learned adaptability, flexibility, and patience living in a foreign country with a language barrier

## Internship Experience

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*Foreclosure Analyst, Real Time Resolutions, Dallas, TX*

**2008**

- Evaluated equity in properties
- Performed daily tasks of researching properties considered for foreclosures
- Attended foreclosure meetings weekly

## Customer Service Experience

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*Cashier/Cook, Cinemark Tinseltown, Dallas, TX*

**2006 and 2007**

- Accurately managed financial transactions by maintaining a balanced cash drawer
- Provided customer satisfaction by delivering food, filling drinks, and making various coffees
- Regulated environment by keeping the area clean and performing stocking duties

## Community and Campus Involvement

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*Employee, Recreation Sports Intramural Referee*

**2008-2009**

- Effectively manage and control flag football and dodgeball games
- Instinctively make correct calls with assertiveness

*Member, UGA Alumni Association*

**2008-2009**

- Consort with Alumni and other UGA Students at events aimed towards networking

*Member, Real Estate Society*

**2007-2008**

- Attend events focused on providing opportunities and networking

*Event Planner, Race For Cure – 5k*

**2007**

- Co-coordinate race to raise funds for Relay for Life
- Set up course signs to direct runners

*Sports Chair, Alpha Epsilon Pi, Omicron Chapter*

**2006-2007**

- Plan brotherhood sporting events
- Oversee registration of teams for university intramural sports
- Utilize Microsoft Excel skills to create and augment list of playing times

*Volunteer, Big Brother/Big Sister Program*

**2005-2006**

- Mentored a local 5 year old boy for 2 hours a week
- Plan weekly events with little brother by coordinating meeting times with his parents

