**Geography**

# **General Grizzly**

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## Education

Georgia Gwinnett College – Lawrenceville, GA Anticipated Graduation: May 20XX

**Bachelor of Business Administration Minor: Geography**

## Relevant Coursework

* **Project Management**
* **Resources Society and Environment**
* **Public Sector Economics**
* **Cultural Geography**
* **Advanced Geographical Information Science**
* **Geographic Perspectives on Multiculturalism in the United States**

## Experience

**Grizzly Properties – Lawrenceville, GA May 20XX – Present**

**Planning/Real Estate Intern**

* **Provide zoning and land use maps for planning and community development projects**
* **Retrieve and report issues related projects affecting economic development and sustainability**
* **Monitor upcoming developments on residential and commercial properties**
* **Attend advisory meetings with city officials, investors and chamber members**

**City of Grizzly – Lawrenceville, GA March 20XX – August 20XX**

**Intern, Permit Clerk**

* **Responded to inquiries regarding approval processes for building projects within city limits**
* **Assisted property owners, contractors and developers with construction permit applications**
* **Acquired all paperwork and supplemental documentation to submit for filing and approval**
* **Attended monthly meetings regarding updates on building codes and notarizations**

**Grizzly Properties – Lawrenceville, GA January 20XX – December 20XX**

**Leasing Consultant**

* Demonstrated professionalism and courtesy to all residents and prospective residents
* Conducted tours, unit inspections, lease agreements, and reported maintenance requests
* Ensured completion of all leasing paperwork to submit for background and credit checks
* Collected, documented and deposited all rent payments, application and deposit fees
* Planned monthly events for residents to increase community awareness and safety

## Skills

* Basic knowledge in ArcGIS GIS, Adobe Creative Cloud
* Intermediate proficiency in statistical software including R, Strata, Microsoft Excel and SPSS
* Advanced proficiency in Microsoft Word, PowerPoint, Project and Access