**Allison Grube** (410) 703-3667 • akgrube@crimson.ua.edu

**EDUCATION** [www.linkedin.com/in/allison-grube](http://www.linkedin.com/in/allison-grube)

**Bachelor of Science in Commerce and Business Administration**, August 1st, 2020

The University of Alabama, Culverhouse College of Business, Tuscaloosa, AL

Major: Finance Minor: Real Estate GPA: 3.96/4

**STUDY ABROAD**

**The University of Alabama in Croatia,** Zagreb, Croatia, Summer 2019

* Intermediate Macroeconomics course with integrated learning experiences visiting the Croatia National Banks.

**COURSE WORK EXPERIENCE**

**Property Law** (Spring 2020)**, Property Management** (Spring 2020), **Apprasial** (Fall 2019), **Macroeconomics** (Summer 2019)**, Business Finance** (Spring 2019), **Principles of Real Estate** (Spring 2019), **Financial Institutions** (Spring 2019)

**WORK EXPERIENCE**

**Cortland Living,** Atlanta, GA

*Incoming Leasing Intern,* May 2020 – August 2020

* Canceled due to COVID-19

**H.A.Edwards,** Tuscaloosa, AL

*Leasing Agent,* September 2019 – Present

* Meet with and screen prospective tenants and conduct property tours as part of marketing activities.
* Record and update details of prospective and existing landlords, complete lease applications and verify information.

**Heat Pizza Bar**, Tuscaloosa, AL

*Server,* August 2018 – May 2020

* Respond to high volume guests’ needs to appropriately while maintaining a timely level of service.
* Provide outstanding customer service to promote customer satisfaction, retention, and repeat business.

**Summer Camp Advising,** Annapolis, MD

*Intern,* May 2018 – August 2018

* Provided meticulous attention and support to the CEO with daily tasks and recording inventory and maintaining organization.
* Assisted Human Resource department organizing spreadsheets and answering customer emails as needed.

**Christy Grube Interiors,** Annapolis, MD

*Junior Design Assistant,* August 2015 – August 2018

* Assisted with project planning, management, and execution.
* Maintained and expanded professional relationships with long term customers.

**LEADERSHIP**

**Student President,** *UA Study Abroad Program***,** Zagreb, Croatia

*Class President,* June 2019

* Assisted the professor and advisor with program details, organizational matters, and accommodation planning.
* Served as a resource for students on any questions and communicated their needs to the professor.

**Computer Skills Volunteer***, Culverhouse School of Accountancy LIFT,* Tuscaloosa, AL

*Student Teacher,* August 2018 – December 2018

* Taught Microsoft applications to adults re-entering the workforce.
* Collaborated with other student teachers to create new ways to improve the curriculum and delivery if the material.

**Mentor***, University of Alabama Honors College,* Tuscaloosa, AL

*Student Mentor,* August 2018 – December 2018

* Served as an academic role model for first-year students assisting them with time management, coursework, and life skills.
* Recommended students to organizations, courses, and professors.

**AWARDS & HONORS**

Culverhouse Bragg Endowed Scholarship Recipient (April 2020), CCIM Charlie F. White Scholarship Recipient (February 2020)

President’s List (Spring 2019, Summer 2019, Fall 2019, Spring 2020), Dean’s List (Spring 2018, Fall 2018), University Honors College (Present)

**ACTIVITIES & SERVICE**

**Member:** Institute of Real Estate Management, ICSC, Alpha Sigma Gamma Honors Society, Alabama Center for Real Estate, Alabama Finance Association, Phi Beta Lambda

**SKILLS & QUALIFICATIONS**

Certification for Social Media Marketing: Real Estate via LinkedIn. Proficient in Microsoft Office Suite (PowerPoint, Excel, Word), Google Docs, Google Sheets, Canva, Argus training