

Isabella Brown
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EDUCATION

Bachelor of Science in Commerce and Business Administration, December 2021

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

Major: General Business Minor: Real Estate and Spanish GPA: 3.5/4.0

RELEVANT COURSEWORK

Principles of Real Estate, Spring 2020, **Personal Selling**, Spring 2020, **Business Finance**, Spring 2020, **Legal Environment of Business**, Spring 2019.

PROJECT WORK

Organizational Theory & Behavior (MGT 300) - Fall 2019, *UAfford Business Plan*, The University of Alabama

- Collaborated with 5 team members to compose a formal business plan and financial projections for *UAfford* mobile app to present to potential investors.

INTERNSHIP

MGB Development Group, Dallas, TX - *Intern*, March 2020 - August 2020

- Perform site visits on properties to ensure progress and quality of the property was maintained.
- Assist in preparing documents such as purchase agreements, closing statements and leases.
- Assemble marketing materials to best represent properties for commercial clients.

WORK EXPERIENCE

UA Law Career Services, Tuscaloosa, AL - *Office Assistant*, February 2020 - Present

- Facilitate access to employment resources for law students.
- Assemble law clerkships.
- Input law-related job postings on Symplicity program.
- Exhibit a high degree of discretion related to safeguarding confidential information.

Pine Cove Camps, Columbus, TX - *Counselor and Lifeguard*, May 2019 - July 2019

- Display high relational bandwidth to create a unified and positive experience for campers and staff.
- Communicate rules, procedures, and protocols effectively to a variety of ages by adapting communication approaches and maintaining a superior safety record while running a high-risk activity.

Lily Rain, Southlake, TX - *Sales Associate*, September 2016- February 2017

- Perform daily department tasks including stocking, remerchandising, inventory control, and processing transactions with accuracy and efficiency.
- Respond to telephone inquiries by providing quality service to customers.
- Build and maintain strong client relationships to ensure future business and maximum productivity.

LEADERSHIP

Scholarship Committee, Alpha Gamma Delta- Psi Chapter, January 2019 - May 2020

- Maintain a database of members and majors to provide resources, support, and assistance to members in academics.
- Prepare and distribute scholarship checks to qualifying members.

ACTIVITIES

- Alpha Gamma Delta, August 2018 - Present
- Church of the Highlands Student Intern, January 2019 - December 2019
- Freshman Forum, August 2018 - May 2019

COMPUTER SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

COMMUNITY INVOLVEMENT

- Habitat for Humanity, December 2019
- Rise Against Hunger, February 2019