

# ANDREW SINCLAIR

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## EXPERIENCE

MAY 2021 – AUGUST 2021

**ASSISTANT PROJECT MANAGER**, EBS REALTY PARTNERS LLC

- Internship for industrial real estate development firm located in Newport Beach, CA.
- Assisted in project development for 17 different industrial projects located in the southern California and Las Vegas area.
- Implemented new project management software for project tracking.
- Created new marketing aspects for office and website.

JANURARY 2021 – DECEMBER 2021

**HOUSE MANAGER**, IOTA IOTA CHAPTER OF SIGMA CHI

- Responsible for communication between house director and residents for any maintenance issues and living standards
- Responsible for scheduling and directing move-in/move-out of residents at school year beginning/end.
- Lease out rooms to residents for following school year.

## EDUCATION

2019-2023

**BACHELOR OF SCIENCE IN FINANCE**, THE UNIVERSITY OF ALABAMA

Seeking minor in Real Estate and minor in Sales. Enrolled in the Honors College with current GPA of 4.0.

## SKILLS

- Communication
- Planning
- Organizing
- Leadership
- Microsoft Excel
- Time Management

## ACTIVITIES

I am an active member of the Sigma Chi Fraternity at the University of Alabama, I enjoy quality time with my peers and maintaining the strong relationships I have, as well as fishing, playing basketball, and traveling.