

Tia Buchanan

1605 Feather Run
College Station, TX 77845

979-739-1160
tia.buchanan@gmail.com

Objective

Gain experience and knowledge of the real estate industry for better job placement upon graduation.

Education

Texas A&M University, Mays Business School, College Station, TX Dec 2009
Master's of Real Estate

Texas A&M University, School of Education, College Station, TX Dec 2005
Bachelor's of Science in Sports Management with a Business minor

Experience

Bluebonnet Asset Management in College Station TX

Property Owner / Manager May 2004 to present

- Through neighborhood research, acquire a new rental property annually that meets cash flow criteria.
- Analyze design improvements to facilitate cash flow criteria, supervise remodeling and repairs of properties.
- Negotiate rent and procure monthly payments including late payments and returned checks. Troubleshoot repairs and property disputes.

TKE Engineering & Design Houston, TX

May 2008-August 2008

Purchasing, Administration

seasonal work 2005, 2006, 2007

- Researched project details and available resources to keep pace with deadlines. Collected requisitions for bill of materials for engineering projects nationwide; confirmed orders, processed shipments, ensured delivery and billing.
- Coordinated calendar items and reservations to support the engineering group.
- Prioritized and executed special event details to encourage employee satisfaction.

University of Miami Coral Gables, FL

May 2007-May 2008

Assistant Swim Coach

- Coached morning and afternoon practices, dry land training, weight lifting and aerobic strengthening six days per week.
- Coordinated travel arrangements, providing quality services while remaining within budgeted guidelines.
- Oversaw athletic compliance issues, reinforced and reminded athletes of the rule, "No pass, No play." We had 100% compliance for the swimming and diving team members.
- Analyzed mental aptitude of swimmers, enticed them to stay focused by expressing their emotions and feelings as part of their physical training.
- Developed a database of recruits, sent out weekly correspondence to educate recruits about the University of Miami Athletic Department, what the University had to offer academically and local attractions.

Texas A&M Athletics College Station, TX

October 2003-April 2007

Director of Operations for Swimming and Diving

- Executed the first ever "Aggie Fan Zone" and "Time Out" activities. Created marketing reports and planned pre-game and half time promotions which increased the attendance records by 100 %.
- Drafted details at pre-event meetings: assigned officials, ushers, media, food, facilities, timers, NCAA and Big 12 staff to assure proper execution of the events. Scheduled dignitaries as award presenters. Distributed meet gift to all participants.
- Hosted recruiting weekends: designated student athlete hosts, meals, team activities, campus tours, facility tours, scheduled academic meetings and airport transportation.
- Registered over 700 campers, pre-camp information packets, check in, check out, room assignments, meals, snacks and group activities, which filled to capacity the summer camp program for 3 years.

Memberships, Skills, Interests

- National Association of Realtors, Texas Association of Realtors, Houston Area Realtors
- Remodeling, purchasing investment properties, budgeting, accounting, conflict resolution
- United States Swimming Association
- Stroke technique, sports promotion, event planning, sponsorships, purchasing team supplies
- International Travel