

Jenna Burden

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Education

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

Texas A&M University, George Bush School of Political Science and Economics, College Station, TX May 2008
Bachelor of Science, Political Science, GPA 3.79 (graduated in 3 years)

Experience

Texas Center for the Advancement of Literacy & Learning (TCALL), College Station, TX November 2006 - Present

Student Worker

- Supervise new student worker by explaining basic library procedures to facilitate easier transition into company.
- Maintain all library orders that arrive by phone, e-mail, or fax by inputting data into software system and sending materials out to consumers.
- Created and update manual of how to use library portion of TCALL website offering step to step instructions to limit confusion and increase customer satisfaction.
- Manage library during conferences by inventorying arrival of new products while generating purchase orders for materials that need to be ordered.

PM Realty Group, Dallas, TX

Summer 2007

Internship

- Negotiated prices for investment properties by communicating with potential buyers through mailing detailed portfolios, faxing offers, and answering general questions.
- Designed filing system for corporate development projects by replacing current system with one that was more effective and efficient making documents easier to find.
- Collaborated with leasing team to help advertise newly available spaces for several wide-spread development projects.

Class Projects

Introduction to Urban Planning, Green City Growth and Development, Bryan and College Station, TX Spring 2008

- Analyzed progress of Bryan/College Station going green through evaluation of programs currently implemented.
- Gathered information on cities using other various green initiatives and concluded these environmental changes could be used in this area. These suggestions and proposals were sent to both Bryan and College Station City Councils to increase awareness and overall well-being of the community.

Leadership and Honors

Helping One Student to Succeed (HOSTS), Elementary Mentor Program Spring 2006 & Spring 2007

Mentor

- Oversaw education of struggling elementary-aged students by offering extra assistance in core subjects needed to pass TAKS test resulting in increased passing rates.

Student Worker of the Year Nominee
Dean's List (Texas A&M University)

Fall 2007 - Spring 2008
Fall 2006 - Spring 2007

Memberships, Skills, Interests

* Phi Kappa Phi, Honor Society Spring 2008
* Pi Sigma Alpha, Political Science Honor Society Fall 2007 - Spring 2008
* Howdy Ags (Texas A&M Service Organization) Fall 2005 - Spring 2006