

Ashley Sawyer

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Education

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

Texas A&M University, Mays Business School, College Station, TX May 2008
Bachelor of Business Administration, Finance, 3.50

Experience

Creek Meadow Properties, LP, College Station, TX 77840 April 2008 - Present
Real Estate Administrative Assistant

- Managed work orders for approximately 60 duplexes to ensure problems are resolved quickly and efficiently.
- Marketed new community by creating brochures sent to over 200 individuals in the real estate industry.
- Developed spreadsheet that allows allocation of construction costs within the construction budget.
- Corresponded with vendors and contractors on daily basis concerning job costs and job completion.
- Prepared bi-weekly memorandum with updated costs of construction to investors which resulted in an increase in investment funds for the next phase of construction.
- Purchasing agent for construction materials during all phases of construction.

Texas A&M University, College Station, TX 77843 June 2006 – April 2008
Department of Student Life Accounting Technician

- Managed all interdepartmental transfers: paid all on-campus bills, transfer money to other on-campus departments, and process all interdepartmental corrections.
- Audited monthly deposits for approximately 10 accounts.
- Created and analyze purchase orders for 3 departments within the division to ensure proper budgeting of costs.
- Reconciled monthly budgets and send updated budget reports to the supervisors of approximately 20 accounts.
- Prepared and distribute bi-weekly and monthly payroll documents and pay stubs.

Leadership and Honors

Texas A&M University Livestock Judging Team August 2006 to December 2007
Saddle & Sirloin Futurity Chairman

- Spearheaded donations for pig futurity, contacted numerous donors and increased donations by 20%.

Texas Junior College Agriculture Association April 2005 to April 2006
State President

- Planned and coordinated yearly convention: secured judges, contacted over 100 advisors, initiated new officer ceremony.
- Initiated and presented a leadership series on goal setting to help over 70 students in local community achieve success.
- Trained 5 fellow officers on how to effectively encourage younger students to set goals during presentation.

Cum Laude Graduate

Top All-American Livestock Judger in the nation

Texas Junior College Agriculture Association Distinguished Student Award

One of twenty students to be selected to attend the Financial Management Association's Wall Street Experience

Memberships, Skills, Interests

Financial Management Association

Texas A&M Livestock Judging Team

Saddle & Sirloin Club

Completing Courses for Texas Real Estate License

Custom Homebuilders Software for Construction Job Costing

Fire Tower Climbing, Cattle, Fishing