Bailey R. Pottinger

2029 Old Home Avenue
Pasadena, Maryland
21122

bailey.pottinger@gmail.com
443-844-0702

255 East Beaver Avenue
State College, Pennsylvania
16801

Education

The Pennsylvania State University **University Park, PA**
Smeal College of Business-Bachelor of Science in Risk Management-Real Estate **Class of 2018**
Concentration in Finance
GPA: 3.13/4.00

Work Experience

Kurtz's Beach LTD **Pasadena, MD**
Catering Assistant **June 2012 - August 2016**

- Developed proficient interpersonal communication skills through greeting and assisting customers.
- Collaborated with management in the training of new employees
- Assisted in the successful integration of new technologies that lead to a reduction in serving time
- Analyzed tip amounts along with bartender behavior to help determine the best way to maximize gratuity

Leadership & Involvement

Real Estate Boot Camp **August 2017 - Present**
Member

- Participate in ARGUS Software certification training
- Attend panel discussions with prestigious real estate professionals
- Network with multiple financial companies during campus visits
- Take part in professional development activities such as resume classes and mock interviews

Management Information Systems Association **January 2015 - February 2017**
Member of Executive Board-Director of Communications

- Carefully managed and maintained an organized Gmail listserv
- Collaborated with other members of executive board to produce a tentative schedule for the semester
- Maintained communication with Penn State students to increase membership and meeting attendance
- Helped plan club exclusive information sessions with numerous Fortune 500 companies

Real Estate Society **August 2016 - Present**
Member

- Presented relevant real estate information during group analysis projects
- Participate in case studies and REIT stock pitches throughout the year
- Conduct multiple site visits with real estate developments in major cities and markets
- Underwent Microsoft Excel training

Hockey Management Association **August 2015 - May 2016**
Member

- Marketed ticket sales and hockey events for both the men's and women's ice hockey teams
- Coordinated management duties at hockey games to maintain an orderly and functional setting

Ohana THON Organization **August 2015 - May 2016**
Member

- Raised $141,473 in 2015 for the benefit of pediatric cancer research
- Maintained cordial relationships with THON children and their families