



Thomas Peera Jr.

2486 IWU Student Center
Marion, IN
(862) 268-5528
tjpeera@yahoo.com

Targeting Entry-Level Position

- Seeking an entry level position as a leasing agent or assistant property manager, with an established and committed property manager, to utilize my skills and knowledge to increase residency and build community.

EDUCATION

Indiana Wesleyan University – Marion, IN Degree expected 5/1/10
Business Administration – *GPA: 3.12 Major GPA: 3.36*
Minor in Leadership- *GPA: 3.68*

Related course work- Spanish, Real Estate, Marketing, Business Ethics, Personal and Family Finance

Sussex County Community College- Newton, NJ Foundational Course work 06'/07'

EXPERIENCE

Laborer/ Assistant / Intern

Casazza Quality Construction 2006 - Present

- Worked hands on construction as well as;
 - Customer relations
 - Pricing
 - Budgeting
 - Contracts

Student Worker

Indiana Wesleyan Facility Services – Marion, IN October 2007 - December 2009

- The job requires any task asked of by the maintenance department to be fulfilled.
 - Inspected HVAC units and changed filters regularly
 - Keep buildings to state code and regulations

Facility Supervisor

Dollar Rent a Car – Bridgewater, NJ April 2008 - April 2009

- Inspected, budgeted and carried out work required for facility upkeep
- Transported vehicles and provided excellent customer service.

SKILLS AND ABILITIES

- Organized
- Detail Oriented
- Quick Learner
- Outgoing
- Microsoft Office
- Self-motivated

VOLUNTEER AND ACTIVITIES

- Missions trip to Rio Bravo, Mexico to volunteer at school for the deaf (Spring 2008)
- Team Leader for Missions trip to Rio Bravo, Mexico to volunteer school for the deaf (spring 2009)
- Resident Hall Leadership- Unit Outreach Coordinator
- C.A.S.A. (Court Appointed Special Advocate)

CERTIFICATIONS & MEMBERSHIPS

- Acquiring ARM (Accredited Residential Manager) In Progress
- Realtor License Anticipating June 2010
- Institute Of Real Estate Management Member

References available upon request