

Tiler M. Katsma

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(336) 409-4547 katsmat10@gmail.com

Education

Master of Business Administration: MBA, 5/2015

Florida State University - Tallahassee, FL

Bachelor of Science: Biology, 5/2014

East Carolina University – Greenville, NC

Experience

Rental Manager

January 2012- May 2014

Miner Investment Properties, LLC, Winston Salem, NC

- Manage and oversee operations, maintenance, administration, and improvement of commercial, industrial, or residential properties
- Inspect grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance
- Plan, schedule, and coordinate general maintenance, major repairs, and remodeling or construction projects for commercial or residential properties
- Market vacant space to prospective tenants through leasing agents, advertising, or other methods

Founding Father/ Marshal

January 2012- May 2014

Alpha Sigma Phi Fraternity, Greenville, NC

- Founder of East Carolina University Delta Eta Chapter
- Writer of Alpha Sigma Phi's constitution
- Over saw all members as Head of Discipline/Standards Board

Office Administrator

May 2013- August 2013

Key Services, Inc., Winston Salem, NC

- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
- Make travel arrangements for executives
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work
- Manage Lowe's Home Improvement's orders and repairs of POS systems

Skills

- Social Media
- Intermediate Spanish
- Mastery of Microsoft Office programs
- Ability to work with several operating systems
- Ability to manage and initiate multidisciplinary projects and teams

Volunteer

- Special Olympics
- YMCA Youth Basketball Coach
- Undergraduate Mentor

Internship

- Chermak and Hanson Orthodontics, *Winston Salem, NC*
- Parker and Pennington Dentistry, *Jacksonville Beach, FL*
- Key Services, Inc., *Winston Salem, NC*
- Fancred.com (sports social media site)