

ADRIEN RENAUD

adrienr@uw.com
PO Box 85196, Seattle, WA 98145

OBJECTIVE

- Post for UW MSRE website as background information.

EDUCATION

- University of Washington (Seattle)
 - Masters in Science of Real Estate Candidate 2011
 - Masters Urban Design and Planning Candidate 2011

WORK EXPERIENCE

- **Property Manager**, Clover Properties LLC, Seattle WA
 - April 2010 – Present
 - Manage 12 tenants
 - Administrative – Collect & deposit rents, create and run spreadsheets
 - Leasing & Marketing
 - Lease modification and coordination with lawyer.
 - Work w/ & manage subcontractors – Handyman, plumbers/electrician, landscaper,,,
- **Property Manager**, for private owner, Seattle WA
 - July 2008 – April 2010
 - Everything, except pay the mortgage and utilities
- **Fund Raiser**, Environment Washington, Seattle, WA
 - April 2008- July 2008
- **Sales Help Desk, Payroll Services New England Region**, Automatic Data Processing (ADP), Waltham, MA
 - March 2005 – July 2007
 - Acted as a liaison and as technical support for sales staff
 - Handled time sensitive and confidential information
 - Completed minute-to-minute interactions and collaborated with multiple departments to set up and maintain client relationships
- **New Accounts Coordinator**, Automatic Data Processing (ADP), Waltham, MA
 - September 2003 – March 2005
 - Set up new accounts in a timely fashion and maintained records
 - Communicated with implementation specialists and provided internal coordination
- **Client Service Representative**, Automatic Data Processing (ADP), Waltham, MA
 - December 2000 – May 2003
 - Maintained existing client relationships and resolved conflicts through effective communication

LEADERSHIP EXPERIENCE

- Served on the Board of Trustees for Powderhouse Condominiums from 2006-2007. Coordinated and built relationships with management companies, other Trustees and residents to maintain the building and property. Assisted with the improvement of real estate value through special projects and maintaining the budget.
- Provided job shadowing for Sales Staff and training for new hires in implementation positions at ADP

EDUCATION

- University of Connecticut (Storrs, CT)
 - Bachelor of Arts in Psychology, Graduated Spring 2000
 - Concentration in the field of Industrial Organization, specifically the Organizational Development of Business
 - Conducted two independent studies with UCONN professors, which involved the design, implementation and analysis of results from surveys