

JASON ROBERT SMASHWITZ

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Education: University of California, Janson School of Business
Bachelor of Business Administration, May 2006
Major: Finance
Honors: Jay F.Wilde Scholarship, San Franco Award, Dean's List

Experience: The Real Estate Advisors Company New York, NY
April 2011 - Present
Administrative Assistant

- Involved in various marketing, sales, and administrative activities essential to the successful operation of a luxury condominium conversion project
- Create multiple excel spreadsheets that have been implemented throughout the company and support sales agents on a daily basis
- Assist in showing model units and unfinished condominium layouts to prospective purchasers
- Responsible for building grid updates, availability updates, summary accuracy, marketing materials and daily sales reports

The Country Club of South Hampton South Hampton, NY
Oct. 2010-March 2011
Assistant Manager

- Assisted in organizing monthly golf tournaments consisting of over two hundred club members and overseeing their completion
- Coordinated and operated demonstration events with the biggest companies in the golfing industry

Financial Management & Co., Inc. Wayne, NJ
May-Aug. 2009 & 2010
Sales Assistant

- Attended and assisted in presentations given to prospective clientele discussing various financial products offered by Financial Management & Co.
- Researched companies on Bloomberg computers and created a database displaying multiple financial statistics on Microsoft Excel
- Gained knowledge of important sales and networking skills by observing the day-to-day operations of Financial Management's Financial Advisors

Southwood Consultants San Francisco, CA
May-September 2008
Project Designer & Editor

- Designed and coordinated presentations with a group of colleagues
- Project Editor requiring advanced computer skills in Microsoft Excel, PowerPoint, and Word
- Presented multimedia programs for well-known company clients

Additional Skills: New York Real Estate Sales Associate License
Florida Real Estate Sales Associate License
Advanced knowledge of derivatives as an instrument for risk management

Computer Skills: Extensive experience in building Microsoft Excel Financial Spreadsheets
Skilled in designing PowerPoint presentations
Proficient in Microsoft Word, Access, and Bloomberg HTML

References Available Upon Request