



<http://stafftube.com/profile.asp?sid=sger-hlzo-kbmn-paarn-tbol&isid=udic-bjjda-icwz-mvvlk-dssuq>

Location:

United States, Michigan, Lake Orion

## Shelly Cable Resume



### **OBJECTIVE**

To affect the bottom line of the organization's financial statement by applying my extensive sales and customer service skills, admissions experience and management knowledge, while furthering my personal growth and development.

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### **WORK EXPERIENCE**

#### **Leasing Consultant**

March 2009 - October 2009

**Preferred Living** | Westerville, OH 43082  
Real Estate/Property Management

Responsible for all activities related to apartment rentals, move-ins, lease renewals and preparing lease documentation  
Assisted Property Manager in gathering and compiling current market and economic information, and in preparing competitive market analyses and market trends  
Handled telephone and on-site traffic, showing "ready" apartments, qualifying prospects and closing the sale

#### **Teacher**

January 2008 - August 2008

**Western European Chinese Institute** |  
Education

Implemented required curriculum using a variety of authentic instructional practices  
Instructed students of different ages and English proficiency levels

#### **Admissions Representative**

September 2000 - September 2007

**Northwestern Technological Institute** | Southfield, MI  
Education

Responsible for NWTI marketing, advertising, and sales  
Organized and presented at education fairs, open houses and high school career days  
Increased enrollment by providing program information to prospective students  
Successfully designed and implemented database

#### **Outside Admissions Representative**

September 1997 - September 2000

**Davenport University** | Warren, MI  
Education

Conducted presentations at high schools, trade schools and educational fairs  
Created presentation materials, brochures, advertisements and postcards  
Interviewed prospective students presenting school benefits, financial aid options and programs; scheduled on-campus tours

Organized and conducted orientations for incoming students; provided follow-up with student leads

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**EDUCATION**  
**Bachelor's Degree,**  
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**Ferris State University** | Big Rapids, MI

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