

**Holly Miller Ing**  
836 Clayton Avenue, Nashville, TN 37204  
(615) 308-5060, holly\_ing@hotmail.com

## **Work Experience**

### **The Mathews Company**

*Building Manager for The Stahlman Building & The Lofts at 160 Apartments*

Nashville, TN  
June 2006-March 2009

- Responsible for all duties related to apartment rentals, qualifying prospects, preparing lease documentation, completing move-in and move-out procedures
- Received the NALP certification and real estate license
- Provided high quality residential service and conveyed resident service requests to the maintenance supervisor and other service associates
- Gathered and compiled current market and economic information to prepare a market analysis for downtown properties
- Handled telephone and on-site traffic, showed ready apartments, followed up with prospects, and closed the deals
- Contacted residents regarding lease renewals and completed security deposit depositions
- Calculated resident rental rates based on their income due to affordable housing regulations for historic tax credit properties
- Aided in purchasing needed items and coding bills for properties
- Utilized Timberline Leasing software, Microsoft Excel, Microsoft Word, Microsoft Outlook on a daily basis
- Organized and coordinated after hours residential gatherings
- Acted as a liaison between residents and the building owners

### **The Shopping Center Group**

*Retail Real Estate Assistant*

Nashville, TN  
July 2005-June 2006

- Assisted brokers in the process of retail real estate site analysis and transactions including site selection summaries, LOI's and commission agreements
- Created marketing tools and site tour packages for clients, utilizing the mapping program, Regis to create aerials and run demographics
- Primary correspondence contact for brokers and retailers
- Coordinated meetings and travel plans
- Utilized Adobe Acrobat, Microsoft Excel, Microsoft Outlook, Microsoft Word, Adobe Photoshop and Regis on a daily basis in the creation of real estate packages
- Conducted general office duties

### **Alliant Commercial Realty Services/Bristol Development Group**

*Marketing Assistant/Receptionist*

Nashville, TN  
Dec. 2004-July 2005

- Created and implemented marketing tools for company use and listed properties such as updated website, created fliers, brochures, and posted properties on numerous websites
- Responsible for internal and external communications with agents, lawyers and bankers in regards to current contracts, commercial loans and maintained contact list, as well as fielded daily calls and responded appropriately
- Wrote and edited contracts, commission agreements and spreadsheets
- Primary correspondence contact for agents and clients and coordinated interviews
- Utilized Microsoft Publisher, Adobe Acrobat, Microsoft Excel, Microsoft Outlook, and Microsoft Word on a daily basis in the creation of marketing tools

### **Clear Channel Radio**

*Account Manager*

Nashville, TN  
May-Nov 2004

- Recruited and established new business through marketing strategies and statistics
- Created advertising campaigns and promotional tools for clients
- Developed repeat business by establishing rapport with clients
- A driving force behind Radio Sales in the Nashville Market
- Account Executive of the Month-Sept.2004 for bringing in the most new and repeat business
- Assisted in training and supervising new employees

## **Education**

### **University of Tennessee**

*Bachelor of Communications and Information Science*

*Major: Journalism with a Concentration in Marketing, Public Relations, and Advertising*

Knoxville, TN  
December 2003

### **University of Caen**

*Study Abroad for French culture and language skills*

Caen, France  
May-July 2002

### **Girls Preparatory School**

*Undergraduate Degree*

Chattanooga, TN  
May 2000