

# Kelsey Chalfant

chalfank@uni.edu • Cedar Falls, IA • (515) 803-2521

## Education

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University of Northern Iowa

Cedar Falls, IA

*Bachelor of Arts | Major in Finance and Real Estate*

Graduation Date: May 2022

- Dean's List – 2018, 2019, 2020, 2021

## Career Experience

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University of Northern Iowa Financial Aid & Scholarships

Cedar Falls, IA

*Student Loan Assistant*

Aug. 2020 - Present

- Utilize the SIS: Campus Solutions to efficiently process student and parent loans
- Assist with other adjustments to financial aid packages in a timely manner
- Revise financial aid packages based on student request

Monarch Investment & Management Group

Cedar Rapids, IA

*Leasing Consultant*

May 2020 - Aug. 2021

- Maintain all resident files both physical and digital in software program
- Accept and complete all required application information from prospective residents
- Manage all social media and marketing for the property

Monarch Investment & Management Group

Coralville, IA

*Regional Marketing Intern*

Dec. 2020 - Jan. 2021

- Assist and execute on social media efforts, including campaigns and outreach on a regional level
- Support the application of best marketing practices for optimization of results, including reputation management, data analysis, and social media leveraging
- Review marketing collateral and digital curb appeal for possible improvement

Broken Arrow Custom T-Shirt Printing

Des Moines, IA

*Office Assistant*

Feb. 2017 - Aug. 2019

- Utilize communication skills in a team setting to serve customers
- Assist other employees with office related tasks
- Work individually to enter and manage data with Microsoft applications

## Certifications & Skills

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- Certified in Microsoft Office Excel 2016
- Extensive experience with Customer Relationship Management (Yardi)
- Experience (beginner) with SQL and Tableau

## Extracurriculars

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Finance Club Member - 2020, 2021

- Participate at weekly meetings with finance employers in and around Iowa

Rho Epsilon Member - 2020, 2021

- Network at meetings with real estate companies and employers