



COLE SCHWAAB

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SUMMARY

I am seeking a financial support role within a dynamic real estate company to leverage and enhance my existing skills and experience. I possess proven expertise in MRI real estate software, as well as a strong understanding of accounting processes and calculations for properties such as 500 West Madison in Chicago, IL, and 60 South 6th in Minneapolis, MN. Additionally, I have experience managing tenant leasing and addressing tenant needs for a leading residential real estate firm in Fort Collins, CO. I am eager to contribute to a collaborative team and expand my knowledge of the real estate industry.

WORK EXPERIENCE

Client Accounting Associate, Transwestern - Chicago, IL **March 2024 - Present**

- Assist with monthly and quarterly management reports as well as annual budget preparation
- Review tenant billings, additional billings and/or adjustments
- Review invoices and prepared for weekly capital funding requests
- Support regional leadership on various projects as needed
- Promote and foster positive relationships with management team, tenants, and owners
- Contributes to management team which propelled 500 West Madison to become a BOMA Chicago Outstanding Building of the Year Winner

Leasing Consultant, B.HOM Student Living - Fort Collins, CO **June 2022 - August 2023**

- Successfully marketed and leased apartment with 189 units to 100% capacity.
- Accurately managed daily prospect traffic and leasing data through proficient data entry.
- Employed sales skills in responding to internet leads, answering prospect calls, and conducting property tours.
- Cultivated outstanding customer service relationships with both current residents and potential tenants, leveraging well-honed interpersonal skills.

Operations Manager, D&D LLC - Lawrence, KS **July 2021 - August 2021**

- Managed inventory turn process of 35 rental properties to maintain rental timeline
- Oversaw operational process to bring each unit back to leasing specifications.

EDUCATION

Bachelor of Business Administration **Graduated 2023**

Colorado State University

- Major in Finance
- Certificate in Business To Business Selling
- Recipient of Provost Scholarship

UNIVERSITY COURSES

Debt Securities Analysis ♦ Strategic Management ♦ Advanced Portfolio Management
Financial Markets & Institutions ♦ Derivative Securities ♦ Principles of Investments
Real Estate Principles ♦ Real Estate Market Analysis ♦ Business Information Systems