

L. MICHELLE FIVECOAT

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P R O F E S S I O N A L E X P E R I E N C E

Capitol Market Research, Austin, Texas

March 2011 – present

MARKET ANALYST

- Assist in the production of comprehensive market feasibility studies, small area forecasting and economic impact assessments.
- Contribute to the writing, editing and finalization of client feasibility and impact assessment reports
- Implement field and telephone surveys to update local office, retail and multifamily market databases
- Perform detailed data collection and research to distinguish real estate and economic market trends
- Maintain a database of over 1,500 local MSA office, retail and multi-family locations

Keller Williams Realty/The Bucher Group, Austin, Texas

July 2009 – April 2011

OFFICE ASSISTANT

- Designed and implemented systems of organization for a real estate brokerage company
- Coordinated with office manager to set tasks and prioritize staff responsibility
- Delegated tasks to, and managed, other employees

Allison Tree Care, Inc., Madison, Wisconsin

September 2008 – June 2009

OFFICE ASSISTANT

- Managed accounting: payments and deposits using Quickbooks
- Made customer appointments and handled all incoming phone calls appropriately
- Created large customer mail outs with Excel and Quickbooks

Wisconsin Heart and Vascular Institute, Madison, Wisconsin

February 2008 – September 2008

CARE TEAM COORDINATOR

- Scheduled appointments for patients in multiple areas of the clinic and other clinics
 - Checked in patients for scheduled appointments
 - Interacted with patients to make them feel more comfortable and less stressed at a difficult time in their lives
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E D U C A T I O N

UNIVERSITY OF TEXAS, AUSTIN, TEXAS

B.A. Psychology, *Magna Cum Laude*, 4.0/4.0 GPA

May 2006

S O F T W A R E

Quickbooks, Adobe Creative Suite and Microsoft Office 2007