

Airan Arellano

OBJECTIVE

Dedicated and passionate leader seeking the role of Vice President, Regional Chapter Vice President of Civic Engagement at CHCI-AA to support and enhance national civic engagement efforts. Eager to lead chapter initiatives in collaboration with the board, foster strategic partnerships, and promote community involvement.

EDUCATION

C.T. Bauer College of Business, University of Houston

Bachelor of Business Administration in Finance, Marketing Minor May 2018

EXPERIENCE

REALTOR, Houston, Texas June 2019-Present Coton House Realty

- Achieved over \$15+ million in real estate sales, consistently exceeding sales targets and securing top-market deals for clients' • Developed and executed marketing strategies for property listings, using social media, email campaigns
- Trained and mentored junior agents on best practices for client engagement and property marketing
- Led real estate investment projects from initial land acquisition to final product, overseeing the entire development process • Selected prime land locations based on market analysis and future growth potential, ensuring high ROI for investors. • Designed and curated the final product, working closely with architects and builders to create aesthetically appealing and functional properties. • Tailored property designs to meet market demand, enhancing buyer appeal and maximizing sales potential

Assistant Manager May 2014- 2018 Wonderwild, Houston, Texas

- Serve as the assistant manager to manage the facility and 11 employees
- Host 5 parties a day with diplomacy and friendliness in a fast-paced environment
- Coordinate clients' parties while simultaneously providing exceptional service
- Handle customers' complaints with good listening skills
- Manage and release 11 employees' lunch schedules
- Train new incoming employees on facility policies and procedures
- Manage in-person and telephone guest inquiries

HONORS AND AWARDS

Corporate Entrepreneurship Certificate, December 2017

Congressional Hispanic Caucus Institute's Scholarship, 2015-2016

Phi Theta Kappa Scholarship, 2015-2016

M.A.Y.O. Organization of the Year Award, 2015

Wesley Community Center Scholarship, Summer 2014

ACTIVITIES

- Member of The Hispanic Business Student Association 2015
- Vice President –Mexican American Youth Organization 2014-2015
- Parliamentarian- Student Government Association 2014-2015
- Secretary - Mexican American Youth Organization 2013-2014
- Member of Phi Theta Kappa International Honor Society

SKILLS

- Negotiation
- Marketing and Sales Strategy
- Property Valuation
- Contract Management
- Communication
- Problem-Solving
- Team Leadership
- Event Management
- Mentorship