

Mack Kelley
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300 W. 27th Street • Austin, TX 78705 • (512) 705-3414

Education

The University of Texas at Austin	Bachelor of Arts, Economics Minor: Business Foundations, McCombs School of Business Overall GPA: 3.80	May 2020
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Experience

Endeavor Real Estate Group – <i>Clerk</i>		Sept. 2018 – Jan. 2019
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- Facilitated communication between customers and Endeavor employees in a timely manner
- Handled numerous deliveries to both clients and Endeavor properties throughout the greater Austin area promptly
- Responded to dozens of calls and emails from customers on a daily basis

Arrive Luxury Property & Vacation Management – <i>House Manager</i>		August 2018 – Present
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- Prepared customers properties to specific requirements for each property
- Performed daily inspections of properties to ensure their upkeep
- Responded to customers' requests in a timely manner, retrieving items requested by the customers
- Facilitated tours of the properties with each customer, highlighting the amenities provided

Corporate Couriers – <i>Warehouse Employee; Austin, TX</i>		June – August 2014-2015
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- Processed dozens of orders daily to be pulled, recorded, and shipped to customers
- Received parts daily to be catalogued and stored in warehouse
- Managed inbound and outbound shipments through use of computer inventory programs

Leadership Experience and Activities

Meals on Wheels		June 2018 – August 2018
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- Delivered around a dozen meals daily to those in need in the Austin area

Feed My People – <i>Volunteer</i>		Sept. 2016 – Nov. 2016
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- Prepared food for over 300 homeless citizens on Tuesdays and Thursday's mornings

Mobile Loaves and Fishes – <i>Volunteer</i>		June – August 2014-2015
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- Handled the pickup and delivery of donated food for Mobile Loaves and Fishes
- Transported over 50 loaves of bread from locations and transported back to MLF headquarters

Phi Gamma Delta – <i>Active Member</i>		August 2016 - Present
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Honors

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| • Liberal Arts Honors | Fall 2016 – Present |
| • Alexander Stuart Delgado, Jr. Scholarship | Spring 2017 |
| • College Scholar | Spring 2017 |
| • University Honors (4 Semesters) | Spring 2017 – Fall 2018 |

Additional Information

Computer Skills: MS Word, Excel, PowerPoint

Interests: Real Estate, Hunting, Football, Basketball

Work Eligibility: Eligible to work in the U.S. with no restrictions