

## **Phebe Caleb**

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### **OBJECTIVE**

To obtain a position in Commercial Real Estate with opportunities to learn and advance.

### **EDUCATION**

**Georgia State University, J. Mack Robinson College of Business, Atlanta, GA**

**May 2024**

**Major:** Bachelor of Business Administration in Real Estate

**GPA:** 3.6

**Relevant Courses:** Economics, Business Value and you

#### **Relevant Clubs at University:**

- CREW (Commercial Real Estate for Women)
- AAREP (African Americans Real Estate Professionals)
- Commercial Real Estate Club at Georgia State University

### **EXPERIENCE**

**Cushman & Wakefield, Atlanta, GA**

**June 2022-August 2022**

#### **Research Intern**

- Discuss with brokers and brokerage coordinator about career and business development
- Prepare submarket reports, submarket snapshots, and quarterly audit
- Assisted with the Insight Article of “West Midtown New Horizon”
- Input building information for Atlas Interactive Map
- Attended and compiled office and industrial “Market Intel” meeting notes
- Compile data on participating universities for the Lifesciences National Project
- Participate in Intern programs - Leadership speaker series, Intern meetups, and networking events

**Windsor Communities, Atlanta, GA**

**December 2021-May 2022**

#### **Leasing Professional**

- Lease apartment homes by selling the benefits of living at a Windsor Community
- Generated leads by conducting effective follow up on the phone & through email
- Provided exceptional and consistent customer service to residents & prospects
- Implement promotional programs, including direct marketing, social media outreach, and resident events

**Cushman & Wakefield, Atlanta, GA**

**October 2021**

#### **Commercial Real Estate Boot Camp Participant**

- Connected with Raleigh-Durham and Atlanta team for a week of learning about current and previous transactions
- Developed professional network of service line leaders across the firm via mentor connections
- Gained valuable insights into the Commercial Real Estate industry

**Janice Overbeck Real Estate Team, Marietta, GA**

**March 2021-August 2021**

#### **Intern**

- Providing clients with excellent customer service through administrative and clerical support
- Evaluate homes for cash offers
- Shadow Agents, transaction coordinators and Inside Sales Agents; showings, closings, consultations, contracts and walkthroughs

#### **Marketing Assistant**

- Assist in multi-platform social media marketing
- Promote the company and coordinate events
- Create buyer and listing folder for agents

### **SKILLS**

- Microsoft Office (proficient in Excel and PowerPoint)
- Excellent Customer Service
- Strong Communication and Organizational Skills
- Team-Oriented