

Katharine M. Stawarz
1910 E. Bradford Ave., Milwaukee, WI 53202
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Education: University of Illinois at Chicago
Graduated: May 2011
College of Business Administration
Bachelor of Science in Marketing
Major GPA: 3.9

Licensed Real Estate Broker
#57544-90

Work Experience: VAN BUREN MANAGEMENT, INC., Milwaukee, WI
Commercial Real Estate Agent September 2012-Present

- All extents of leasing commercial properties
- Help manage tenants in employer's buildings
- Secure financing/refinancing for all employer's commercial real estate projects

INVENT WORLDWIDE CONSULTING, Westchester, IL

Product Analyst May 2011-August 2012

- Consulted people about how to patent their products and put them on the market
- Assisted clients through the process, and helped them with Confidentiality Agreements
- Assisted people in contacting a Patent Lawyer
- Wrote and proofread descriptions of invention ideas that were submitted to manufacturers
- Put Product Proposals together to be submitted to manufacturers
- Updated company database

MARCUS & MILLICHAP, Chicago, IL

Public Relations Coordinator / Marketing Intern Mar. 2010-Dec. 2010

- Handled online advertising, marketing and public relations
- Responsible for creating and submitting press releases to help promote the company
- Organized and maintained company's media database
- Managed Linked In group
- Edited and redesigned company webpage