

VICTORIA PILUT

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EDUCATION

WAYNE STATE UNIVERSITY

Bachelor of Science in Business Administration

- Global Supply Chain Management
- Marketing with a Specialization in Advertising/Communications

Detroit, MI
2019-2022

ACADEMY OF THE SACRED HEART

High School Diploma

Bloomfield Hills, MI
2019

PROFESSIONAL EXPERIENCE

CENTER MANAGEMENT - COMMERCIAL REAL ESTATE DEVELOPMENT

Commercial Property Manager

Birmingham, MI
AUGUST 2024-PRESENT

- Oversee property maintenance and repairs, including coordinating with contractors and vendors to address tenant concerns and ensure optimal property condition.
- Actively manage tenant relationships, promptly resolving issues, and fostering a positive and collaborative environment.
- Administer lease agreements, ensuring compliance with terms and conditions, collecting rent, and managing tenant move-ins and move-outs.
- Implement effective marketing strategies to attract potential tenants, including creating property listings, conducting property tours, and negotiating lease terms.

Executive Assistant

FEBRUARY 2023-AUGUST 2024

- Streamline scheduling for CEO and senior directors, anticipate needs, and manage complex calendars across multiple time zones. Prepare meeting agendas, minutes, and action items ensuring clear communication and efficient follow-up.
- Track timelines, budgets, and deliverables, providing timely updates and proactive issue resolution. Independently research and draft reports on market trends and competitor analysis.
- Manage sensitive communication channels, filtering inquiries and directing calls while protecting executive time. Craft professional correspondence, including presentations and proposals, demonstrating exceptional writing and editing skills.

KELLER WILLIAMS - KRISTIN CRAIG & CO. TEAM

Licensed Real Estate Agent

Commerce, MI
OCTOBER 2023-PRESENT

- Demonstrate strong closing skills, securing deals through effective negotiation and personalized client service. Possess a genuine passion for helping clients achieve their real estate goals.
- Conduct in-depth market research to identify profitable opportunities and advise clients on optimal pricing strategies. Utilize cutting-edge technology for property listings, virtual tours, and lead generation, maximizing exposure and attracting potential buyers.
- Cultivate strong relationships with clients, understanding their needs and exceeding expectations through excellent communication, responsiveness, and proactive problem-solving.

CRAIN COMMUNICATIONS - LICENSING & CORPORATE SUBSCRIPTION TEAMS

Sales & Marketing Intern

Detroit, MI
SUMMER 2022

- Streamlined licensing workflows for Crain's Detroit Business content across digital and print platforms, resulting in a 12% increase in licensing revenue within 3 months.
- Supported the Corporate Subscription team in onboarding new clients and managing renewals, fostering positive customer relationships.
- Contributed to cross-functional projects aimed at optimizing subscription marketing strategies and campaign performance.

SKILLS

- Microsoft Office, Excel, Publisher, Access
- Residential and Commercial Leasing
- Real Estate Budgeting and Forecasting
- Google Suite, Analytics, Sheets, Drive
- Risk Management and Problem Solving
- Customer Relationship Management
- Commercial Property Management
- Tenant Relations