



# LAURA BURLEIGH

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435 Orion Ave | Metairie, LA    www.LauraBurleigh.com

## EDUCATION

### LOYOLA UNIVERSITY NEW ORLEANS

#### Bachelor's of Business Administration

Concentration: Marketing

Minor: Graphic Design

Cumulative GPA: 3.6

Graduated December 2017

### HAYNES ACADEMY FOR ADVANCED STUDIES

High School Honors Diploma

Graduated May 2014

## PROFESSIONAL SUMMARY

Results driven and highly detail-oriented professional with a strong work ethic and optimistic mindset. Experienced in providing friendly and thorough customer service to clients, customers, and fellow professionals. Adept at multi-tasking and developing creative solutions. I thrive in challenging environments that demand tenacity. With a solid background in management, design, and real estate, I bring a unique blend of sales skills and a passion for building lasting relationships. I am committed to delivering exceptional results, and aspire to consistently be the best I can be.

## SKILLS

- Passion & Reliability
- Analytical & Organized
- Dedication & Determination
- Problem Solving
- Project Management
- Communication & Teamwork
- Customer Service
- Adobe Creative Suite
- Microsoft Applications

## WORK EXPERIENCE

### JEFFERSON PARISH PUBLIC SCHOOL SYSTEM | Substitute Teacher | October 2023 - Present

- Deliver engaging lessons across the entire curriculum; adapt teaching strategies to students' requirements and unique learning needs
- Apply effective classroom management to ensure students behave and engage with each lesson
- Set clear expectations for students; maintain and enforce all classroom rules

### BURLEIGH DEVELOPMENT, LLC | Investor, Designer, Project Manager & Owner | March 2019 - Present

- Lead and coordinate all project activities and subcontractors; develop and maintain project timelines and budgets; manage permitting
- Utilize a systems-thinking approach in space planning and interior development to create cohesive designs

321 N. Sibley St | Metairie, LA - June 2019

117 Hibiscus Place | River Ridge, LA - Nov 2020

1004 Marian Ave | Metairie, LA - March 2020

2 San Mateo Ave | Jefferson, LA - August 2022

19 Davis Blvd | Jefferson, LA - July 2020

701 Athania Pkwy | Metairie, LA - October 2023

### BURLEIGH REAL ESTATE, LLC | Real Estate Agent & Owner | June 2018 - Present

- Interview clients to determine what kinds of properties they are seeking and generate options meeting those requirements from available properties; advise sellers on how to make their homes more appealing to potential buyers
- Compare properties to determine a competitive market price; prepare documents such as purchase agreements, closing statements, and tax information; evaluate mortgage options to help clients obtain financing; act as an intermediary in negotiations between buyers and sellers
- Promote and market properties through graphic design, advertisements, and social media

### L.D. MARKETING, LLC | Graphic Designer & Owner | June 2018 - Present

- Take listing pictures for other real estate agents of properties; take headshots for agents; Adobe Photoshop edit all photos
- Create graphic design content and marketing materials (logos, business cards, letterhead, and websites)

### BERTUCCI BUILDERS | Office Manager | July 2018 - April 2021

- Responsible for managing and maintaining all office operations and procedures
- Answered all phone calls; tracked job leads; managed contractor's schedule, calendars and appointments for jobs and repairs; tracked hours and labor of employees; prepared weekly payroll; created spreadsheets for all expenses and receipts; managed relationships with vendors, service providers, and customers, ensuring that all jobs were invoiced and paid on time; used QuickBooks for all office management
- Responsible for all marketing material and social media posting; created marketing and email campaigns; photographed all renovation projects