

Eryn Alloway

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BFA Sculpture & Extended Media

Virginia Commonwealth University, School of the Arts – Richmond, VA

May 2012 Graduate Cum Laude

Experience in wood , metal, flexible molds, textiles, painting and printmaking

- ∴ Self-motivated, hardworking, detail oriented individual
- ∴ Interested in learning and honing new skills
- ∴ Able to work well independently and in a team environment

Jan 2013 – Current

Administrative Assistant / Assistant Real Estate Project Manager / Office Manager

Walnut Alley Management - Richmond, VA

I provide a multifaceted administrative role to a small business involved in many aspects of real estate management and acquisition, as well as historic rehabilitation projects. Over time, I have performed a wide variety of duties ranging from maintenance to regional management.

Administrative Asst. – Maintain daily operations and provide direct support to executives

Assistant Real Estate Project Manager – Organize meetings and monitor progress of historic rehabilitation projects, correspond with vendors and tax credit specialist

Office Manager and Other Duties – Support seven property managers with training, tenant relations, purchasing and accounts payable, vendor management, and bookkeeping; Property manager and leasing agent for local properties; General light maintenance duties

Sept 2012 – Dec 2012

Photography Packager (Seasonal Position)

Richmond Camera Shop - Richmond, VA

Work in a fast-paced team environment, quality control, assemble items and meet deadlines