

Yaya Dunn  
Brooklyn, NY 11208  
(603)-657-8776, ykindid@gmail.com

## PROFESSIONAL HIGHLIGHTS

---

- Energetic, punctual, focused, outgoing, and dedicated
- Motivated and enjoy taking the initiative to make a positive influence
- Leader, Manages multiple projects effectively and meets deadlines
- Organizational skills, time management skills
- Teamwork, collaborative work, and people-oriented
- Ability to adapt and learn quickly and efficiently
- Responsible and trustworthy

## EXPERIENCE

---

### **Casa Blanca RE**

**March 2022 - Current**

Licensed Real Estate Agent

- Assisted clients with rental / sales searches
- Scheduled appointments, conducted in-person tours, heavy calendar management
- Assisted with rental applications / sales offers
- Handled sale closings, negotiations, inspections, walk-throughs
- Followed up with clients, Created / summarized Comparative Sales Analysis via Excel
- Managed buyer/ renter clientele, maintained buyer/ renter lead flow
- Connected clients to trusted resources (attorneys, lenders, inspectors...)

### **Covington & Burling**

**March 2022 to May 2022**

Legal Recruiting & Professional Development Assistant (Temp)

- Legal Recruiting & Professional Development Assistant (Temp)
- Provided administrative support to the Legal Recruiting department.
- Assisted with organizing and implementing the Summer Associate Program, including but not limited to tracking pre-arrival information, drafting arrival notices, and assisting in planning social events and training programs.
- Assisted with the interview process, processing candidate files, and drafting screen and second-round interviews emails
- Monitored the general Legal Recruiting Outlook email account on a daily basis and fielded emails as appropriate.
- Assisted with organizing lateral associate and judicial clerk candidate applications, and processing applications.
- Maintained legal recruiting database, viRecruit, Imanage, and all candidate files.

**The Table Solutions, Brooklyn NY**

**August 2021 to March 2022**

Sales Agent

- Sold tablets to NY residents under Government Assistant Programs
- Engaged and communicated with customers
- Lead sales agent
- Trained new hires

**Group Main Stream, Portland, ME**

**May 2020 to August 2021**

Direct Support Professional/ CRMA

- Served adults with Intellectual Disabilities and Autism Spectrum Disorder
- Assisted consumers with self-advocacy and promoted independence
- Completed daily shift documentation according to outcomes and support of consumers
- Distributed and controlled prescribed medication, once trained as a Certified Residential Medication Aide (CRMA)
- Planned, performed, and assisted with care or activities with individuals according to their preference or needs, including, but not limited to, household chores (cooking, cleaning, personal hygiene, laundry, dishes, vacuuming, fixing the bed, household maintenance, etc.).
- Employee Of the Month (January 2021)
- Shadowed the HR Specialist of the company and assisted with hiring/ scheduling

**University of Southern Maine, Portland, ME**

**January 2019 to March 2020**

HR Associate

- Assisted the office in executing HR-related projects with a particular focus on the search process.
- Sourced, and researched for specific positions or industries
- Created & edited search process-related materials (search process toolkits, search presentations, new hire orientation presentations, new hire onboarding materials, etc.).
- Attended job fairs to promote open job positions

**Southern Maine Community College, South Portland, ME**

**August 2017 to August 2019**

Residential Assistance

- Developed a sense of community on my residential floor
- Listened, guided, and motivated students to succeed
- Served as a community leader for the Spring Point Residential Hall
- Helped with administrative processes and policy enforcement

**EDUCATION**

---

**University of Southern Maine, Portland, ME**

**August 2019 to May 2021**

Bachelor: Organizational Leadership Studies

Minor: Race and Ethnic Studies

*Cum Laude* 3.8, Student-Athlete

**Southern Maine Community College, South Portland, ME**

**August 2017 to August 2019**

Associates Degree in Liberal Studies, Student-Athlete