

Payne Lipton

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Tallahassee, FL 32301

EDUCATION

Florida State University Tallahassee, FL
Bachelor of Science degree in Marketing with a major in Professional Sales August 2020 - May 2024

North Gwinnett Highschool Suwanee, GA
GPA: 3.75/4.0
Varsity Basketball, Varsity Lacrosse, Student Council, Beta, Spanish Honors Society, Key Club August 2017 - May 2020

EXPERIENCE

Runner Tallahassee, FL
Thomson Brock Luger & Company August 2023 – Present

- Provide dedicated administrative assistance to accounting professionals, ensuring smooth office operations through managing schedules, organizing meetings, and handling correspondence.
- Demonstrate organizational skills by efficiently handling multiple tasks, including document preparation, data entry, and filing, ensuring accuracy and compliance with company standards, and enhancing workflow efficiency.
- Facilitate clear communication within the accounting team and external clients, ensuring seamless information exchange and contributing to a collaborative work environment.

Summer Internship Jacksonville, FL
Franklin Street June - August 2023

- Completed a 10-week sales training program focused on research, cold calling, and relationship building.
- Produced marketing deliverables and graphics for multi-acre properties.
- Used CoStar fluently on land and multifamily rent comps.
- Assembled LOI summaries for clients.
- Generated a client list of over 100 people of retail prospects.

Junior Business Development Orlando, FL
Edge 2 Edge Roofing January 2019 – June 2023

- Identified multifamily and commercial clients using Reonomy Software
- Supported team in meeting project deadlines by coordinating with contractors and crews across the Southeast.
- Handled over 25 job sites and interacted with over 50 customers in 4 years of work.
- Followed the Edge 2 Edge 10-step touch sales process.

CAMPUS & COMMUNITY INVOLVEMENT

Theta Chi Fraternity, Chaplin, Intermural Sports Chairman January 2021 - Present
Real Estate Society, Junior Member August 2021 - Present
Dance Marathon, Participant February 2019 - Present

SKILLS

Technical Skills: Basic knowledge of Microsoft Excel, Microsoft Office, TouchBistro POS system, project management, proficient with Reonomy software.

Soft Skills: Time management, Adaptability, Organizational, Interpersonal skills, Decision making.