

Marika Moore

- Realtor®**, Realty One Group Eminence Nov. 2021- Present
- Help my clients master their real estate ambitions
- Owner**, Moore Than Locks June 2016- Present
- Developed and implement business plan obtaining required industry permits/licenses. Maintain compliance
 - Manage administration including, schedule, bookkeeping and marketing
- Development Coordinator**, Consumer Direct Personal Care Nov 2010- June 2016
- Served as information resource for community inquiries
 - Managed caseload of approximately 100 clients and 100 caregivers: Monthly calls to clients
 - Developed/maintained positive relationships with referral sources
- Campus Organizer**, Sierra Club Contract Aug 2010-Nov 2010
- Exceeded goal to increase Washoe County youth vote over 10% in midterm elections through voter registration and education
 - Performed presentations, held events, and other outreach activities
- Coordinator**, Think Kindness Dec 2009-July 2010
- Developed and administered various events to raise funds and awareness for an orphanage in Kenya
- Extern Administrator, Career Services Advisor**, Milan Institute Aug 2008–Nov 2009
- Coordinated and mentored 300+ students through their externships
 - Implemented professionalism skills/career preparation curriculum
 - Conducted outreach and maintained related documentation
 - Management team: accounted for/reported school budget
- Coordinator/Advisor**, University Studies Abroad Consortium June 2005-May 2007
- Managed creation/distribution of information and advisement for 2,500 students for travel to 25 countries and related events
 - Advised USAC Alumni club: coordinated related activities
 - Coordinated immigration info. and visa attainment for student travel to 26 countries with 100% success rate and networked accordingly
- Advisor/Assistant Instructor**, University of Nevada, Reno Aug 2003–June 2005
- Instructed Model United Nations course (300 level)
 - Advised 100+ undergraduates in academics and career choices

EDUCATION

- Master of Arts in Political Science: International Relations August 2005
University of Nevada, Reno
- Bachelor of Arts: Double major: International Affairs and Spanish May 2002
University of Nevada, Reno