

Jenna N. Oldroyd

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Churchville | PA | 18966 | 267-315-3960

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2024

Major: Business Management | **Minor:** Marketing

Awards: Transfer Cornell Award, Temple University Scholarship

BUCKS COUNTY COMMUNITY COLLEGE – Newtown, PA

Associate of Arts

Graduation: May 2023

Major: Business Administration

EXPERIENCE

Long and Foster, Newtown, PA

June 2021 – Present

Licensed Real Estate Salesperson

- Assist sellers, buyers, renters, and relocation specialists with residential and commercial property needs, timelines, and budgets in Pennsylvania and New Jersey
- Develop a network of relationships with mortgage lenders, appraisers, and home inspectors
- Educate myself, along with buyers and sellers, on all aspects of the housing market and market trends
- Negotiate the sale and lease of a property and prepare or review the necessary documents
- Promote the sales of properties through advertisements, such as social media (Instagram and Facebook), open houses, and multiple listing services

WFJC LLC, Jupiter, FL

May 2023 – Present

Vacation Rental Co-Business Owner

- Analyze and budget finances associated with the rental property in Jupiter, Florida
- Create marketing to promote rental property, such as social media marketing (Instagram and Facebook)
- Develop and maintain relationships with property management, realtors, and community management
- Research and determine the return on investment for future potential properties

SKILLS

Software: Microsoft Word, Excel, PowerPoint

Certifications: Pennsylvania and New Jersey Real Estate Salesperson License