

# SHANE AGUILAR

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## - Education -

### **University of Nevada Reno / Ongoing**

- Bachelor of Science in Economics and Finance (Dual Major) | Expected Graduation: May 2029

## - Experience -

### **Toll Brothers**

*Sales Assistant (Full Time) / 2025 - Current*

- Contributed to a sales team that exceeded Q4 2025 sales targets by 175%
- Conducted buyer tours and supported sales consultants on seven-figure home transactions
- Managed and updated Salesforce CRM, tracking leads, appointments, and pipeline activity to support sales conversions
- Adaptable covering for communities across the Reno and Sparks area

### **Seabreeze Management**

*Member Service Representative (Part Time) / 2023-2024*

- Gave professional tours of the clubhouse facilities to prospective homeowners
- Demonstrated strong software knowledge through backend maintenance of a member-facing app
- Maintained HOA documents, liability waivers, and front-desk operation
- Ensured the clubhouse was clean, organized, and welcoming

### **Nevada Community Management**

*Concierge (Part Time) / 2023 – 2025*

- Cleared backlog of 200+ liability waivers filing and organizing them digitally
- Helped bolster sales through interacting with prospective homeowners
- Took initiative outside assigned duties to ensure clubhouse events ran smoothly

### **Reno Tahoe Catering**

*Catering Assistant (Part Time) / 2022 – 2025*

- Worked high-profile events such as weddings, adapting quickly under pressure
- Maintained professional presentation during fast-paced, chaotic prep periods
- Developed team coordination and reliability in mobile work environments

### **Rub Shack**

*Food Truck Line Cook (Part Time) / 2022 – 2025*

- Took and fulfilled 100+ food orders each day under tight time constraints
- Operated register and point-of-sale system with accuracy and efficiency
- Built strong teamwork habits in crowded, high-stress situations
- Learned customer service and conflict resolution through hands-on, face-to-face interaction

## - Skills and Certifications -

- Licensed Nevada Real Estate Agent
- Salesforce CRM (Sales Operations & Client Management)
- Contract Preparation & Management (EnterpriseOne)
- High-End Residential Sales Training (Toll Brothers)
- Comparative Market Analysis (CMA) & MLS Research