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**Nema Biglary**

**EDUCATION**

**UNIVERSITY OF SOUTHERN CALIFORNIA**  **[Aug 2006–May 2009]**

Marshall School of Business - Business Administration

* 3.7 GPA

**SANTIAGO CANYON COLLEGE**  **[Aug 2005-May 2006**]

* 4.0 GPA

**EXPERIENCE**

**AMERICAN TAEKWONDO ASSOCIATION -** *Instructor- Anaheim, CA* **[Oct 2006–Sept 2009]**

* Instructed Taekwondo classes each consisting of over 25 students ranging from ages 8-18.
* Developed weekly scheduled lesson plans that were appropriate to each student’s learning abilities and reflected their needs and interests to meet curriculum goals.
* Fostered active learning environment where students are engaged to learn while fulfilling course objectives.
* Mentored students to excel by instituting positive classroom management strategies and disciplinary measures.

**CALFIRST NATIONAL BANCORP -** *Training Instructor- Irvine, CA* **[Apr 2010–Feb 2011]**

* Instructed classes for 15-20 new employees every month teaching basic sales communication training courses.
* Educated and trained new employees by creating daily PowerPoint presentations outlining course objectives and curriculum goals.
* Assisted students to gain a complete grasp of company curriculum by communicating subject matter in an understandable effective fashion and working with students’ individual learning needs.
* Instituted a learning environment where students are motivated and driven by their own growth and accomplishments.

**DEUTSCHE BANK -** *Portfolio Accounting Analyst - Santa Ana, CA* **[Sept 2011–Apr 2012]**

* Manager of 13 separate CDO portfolios each consisting of over $200 million in loans, bonds, and equity.
* Communicated with clients in a clear and concise manner ensuring all necessary tasks were completed and that daily deadlines were met.
* Used PowerPoint and Excel extensively to maintain portfolios, track changes in portfolio assets accurately, and present data to clients.
* Consistently met hourly deadlines each day by being organized and detail-orientated making sure all work was finished precisely each day.

**FIRSTSOURCE APPRAISALS -** *Real Estate Appraiser Assistant - Orange, CA* **[Apr 2012–Jun 2013]**

* Responsible for writing client letters and emails, handling phone calls, filing, computer data entry, and finding grammatical errors in appraisal reports.
* Prepared presentations for client meetings in addition to using public speaking skills to effectively market the business and services to major loan companies.
* Wrote, analyzed, and evaluated over 200 real estate property reports and comparable valuations monthly.

**SKILLS**

Extensive knowledge of PowerPoint, Word, & Excel Foundational Skills in Educational Development

Excellent Oral and Written Communication Skills Highly Positive Attitude and Leadership Capabilities

Detail-Oriented and Organized Creative Problem Solver

**HONORS & ACTIVITIES**

Graduated Cum Laude Community Work at Esther’s Child Daycare

Dean’s List Every Semester Certified Black Belt Instructor for ATA