Calvin Elliott

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SUMMARY OF QUALIFICATIONS

Business and data analyst with a strong foundation in financial analysis, operational reporting, and process optimization within real estate and technology driven environments. Experienced in CRM management, workflow design, forecasting, and performance reporting to improve operational efficiency and support decision making. Skilled at translating complex data into actionable insights that inform strategy, resource allocation, and risk aware decisions. Recognized for precision, analytical rigor, and effective cross functional collaboration in fast paced, detail oriented settings. Recently preparing to relocate from Northern VA to South FL and focused on developing deep expertise in compliance and operations. Confident in my ability to deliver exceptional results and grow within the industry.

TECHNICAL SKILLS

- CRM systems (Follow Up Boss, LionDesk, proprietary platforms)
- Data reporting and dashboarding
- Quantitative and qualitative analysis
- Workflow and process design
- AI prompt engineering and cross LLM insights
- Market research
- Forecasting and risk modeling
- Microsoft Office Suite
- Google Workspace

RELEVANT EXPERIENCE

Spring Hill Real Estate   Tysons Corner, VA
Real Estate Administrative Analyst   May 2023 - Present
- Streamlined CRM processes, reducing data retrieval time by 45% and accelerating client servicing
- Designed and delivered strategic reporting that optimized resource allocation, improving revenue per client
- Conducted market, pricing, and competitor research to identify new client opportunities, increasing lead acquisition by 15%
- Supported transaction preparation and client servicing by maintaining detailed documentation, timelines, and internal controls
- Developed standardized reporting and operational procedures to enhance team efficiency and accuracy, aligning with compliance best practices

PROJECT EXPERIENCE

Forecasting and Risk Modeling:
Oversaw creation of forecasting tools that increased accuracy of financial and operational decisions by 18%

Operational Reporting Enhancement:
Built KPI dashboards to improve executive visibility into performance trends and support leadership decisions

Client Onboarding Optimization:
Directed CRM and API integration initiatives, cutting onboarding time by 50% and standardizing operational protocols

Lead Generation Workflow:
Designed data driven process improvements that increased client response rates by 22%

ADDITIONAL EXPERIENCE

Entrepreneurship Club   Morgantown, WV
Analytical Projects & Research Contributor - West Virginia University   Jan 2021 - May 2023
- Participated in applied analytical projects focused on financial modeling, market sentiment analysis, and pricing simulations
- Contributed to developing fraud detection concepts and predictive models as demonstrations of emerging analytical methods
- Researched digital asset governance and decentralized business frameworks for academic and innovation focused initiatives
- Authored technical briefs and presentations translating analytical findings into practical business implications

Theta Chi Fraternity   Morgantown, WV
Executive Board Member - Alpha Kappa Chapter   Dec 2019 - Dec 2020
- Drove 19% membership growth via targeted outreach strategies
- Developed onboarding programs that improved retention by one third

EDUCATION

West Virginia University, Morgantown, WV   May 2023
Bachelor of Science in Business Administration - *Minor: Communication Studies*   Accreditation: AACSB