

Madelyn Warwick

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EDUCATION

Texas A&M University, Mays Business School

Master of Real Estate

College Station, Texas

December 2025

Texas A&M University, College of Arts and Sciences

Bachelor of Science in Economics

College Station, Texas

May 2024

GPA: 3.56/4.0

Honors: Cum Laude

EXPERIENCE

Caldwell Companies

Cypress, Texas

Residential Rental Development Intern

May 2024 – August 2024

- Produced bi-weekly market segmentations for the "Asher" and "Cadence" residential rental brands, along with competitor developments, to ensure pricing and costs align with current market trends
- Participated in overseeing and maintaining on-site development process ensuring all actions were being properly taken to meet deadlines and budgetary constraints
- Conducted research on land for sale, analyzing flood plains, populations, tax rates, and locations to identify ideal sites for potential developments, guiding decision-making on project feasibility
- Analyzed and updated investment forecasting and market assumption sheets to help determine monetary trajectory of sites within all stages of due diligence and development

Administrative Assistant, HR - Part-time, Remote Associate

College Station, Texas

August 2023 – May 2024

- Participated in organizing career fairs at Texas A&M campus to engage with students and explore potential opportunities within our company
- Filed and reconciled 200+ entities into database to manage all land acquisitions, old and new
- Screened 60+ resumes of incoming applications from recruiting platforms per week, scheduled interviews, and managed communication between candidates and hiring managers
- Facilitated onboarding process as well as presented onboarding orientations to new hires ensuring smooth start to their new position

HR/Recruiting Intern

Cypress, Texas

May 2023 – August 2023

- Pioneered part-time new hire onboarding process to allow each associate opportunity to be informed of their new company, benefits, and important information
- Reconciled payroll information from last decade within Excel platform to manage money that was billed, invoiced, and received from accounting and payroll department
- Managed onboarding process for 17 new associates, ensuring smooth schedule and transition to their new positions
- Rendered design layouts, amenity centers, and interior and exterior finishings for "Asher" branded multifamily developments in Cypress and College Station

Willies Grill and Icehouse Restaurant

Cypress, Texas

Bar and To-go service, Waitress

February 2021 – August 2022

- Welcomed 150+ customers per shift, inputted orders, and communicated effectively with kitchen to ensure quality customer experience
- Served section of five or more tables per shift ensuring quality customer service to each guest
- Oversaw 70+ in-person, online, and telephone to-go orders and payments each shift, ensuring each order received from kitchen was prepared and packaged properly
- Performed bartending services and properly distributed alcohol to meet safety and restaurant standards

SKILLS, ACTIVITIES & INTERESTS

Technical Skills: Proficient in Microsoft Excel, PowerPoint, Word, Access, Google Workspace, Tableau

Activities: Aggie Real Estate Network member, 12th Man Foundation member, TAMU Century Club Member

Interests: Investments, Real Estate Development, Traveling, Creative/Visual Thinking

Achievements: Distinguished Student (Spring 2022)