

John Smith

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EXPERIENCE	Cambridge Door & Window, Sales Representative May 20XX – July 20XX
	<ul style="list-style-type: none">• Sold over \$650,000 in sales in less than six-months, maintaining a 30% close ratio.• Coordinated the creation of construction documents to hand over to production.• Managed outsourcing program for web development and SEO efforts.• Liaised between company, client & field personnel.
	Atlantic Electric LLC, Manager June 20XX – August 20XX
	<ul style="list-style-type: none">• Oversaw day-to-day operations, including the management of 10 employees, maintaining critical path and scheduling.• Provided project management for over 50 projects totaling 1.5 million.• Negotiated and executed contracts and construction documents.
	First Chesterfield Investment Properties, Property Manager July 20XX – December 20XX
	<ul style="list-style-type: none">• Oversaw research potential properties and purchasing.• Managed refinancing and leasing programs (market and Section 8).• Coordinated rehabs on over 40 homes.• Negotiated contracts with subcontractors.
EDUCATION	Diamond Mortgage, Sales Manager July 20XX – November 20XX
	<ul style="list-style-type: none">• Oversaw a telemarketing room of 15 marketers responsible for creating 150 leads per week.• Produced \$5-\$10 million per year in loans for three straight years.• Provided outstanding sales experience for all clients.
	United States Navy, Sailor September 20XX – September 20XX
<ul style="list-style-type: none">• Learned the value of working in a team environment as part of a 50-member crew.• Completed Naval Aviation Electronics schooling, graduating in the top 1% of class.• Completed training and skill building exercises including HAZMAT, MSDS, CPR, & Firefighting.• Performed flight operations on the USS John F Kennedy flight deck, including performing launches of the EA6B Prowler.	
EDUCATION	University of Baltimore May 20XX
	Bachelor of Science in Business Administration Specialization in Entrepreneurship
EDUCATION	Community College of Baltimore County (CCBC) May 20XX
	Associate of Arts in Construction Management Graduated Cum Laude
VOLUNTEER SKILLS	Network for Teaching Entrepreneurship (NFTE), Volunteer July 20XX – June 20XX
	<ul style="list-style-type: none">• Microsoft Office• Thunderbird• QuickBooks• Linux Command Line• Network Configuration and Computer Repair• Revit• Contracts• Cost Analysis