

SALES-MARKETING RESUME

📍 0000 GREENFIELD AVENUE, MILWAUKEE, WISCONSIN 53214 📞 987.654.3210 ✉ CONTACT@SALES-MARKETINGRESUME.COM

Focused, dedicated, and detail-oriented professional with extensive experience in project, real estate, sales, personnel, and operations management. Empowered with impeccable work ethic, enthusiastic attitude, and organizational skills to efficiently perform within fast-paced and challenging work environments. Recognized for a naturally personable attitude and analytical problem-solving aptitude; well-versed in formulating strategic solutions to complex situations and support business growth. Adept at managing group dynamics, as well as in motivating and performing with high-caliber teams of professionals. Armed with polished communication and interpersonal skills, capable of establishing positive work relationships with diverse individuals.

FUNCTIONAL SKILLS WITH EXPERIENCE

REAL ESTATE MANAGEMENT

- Exhibited superior talents in real estate development to deliver high quality economic development consultations to realize client objectives in the most cost efficient and timely manner possible
- Expertly determined individual client needs and formulated an innovative and proactive plan of action to address those needs
- Regularly interfaced with outside construction contractors to successfully and swiftly complete tasks and homesteads
- Formulated and implemented strategic solutions to resolve issues during the development of client homesteads

PROJECT AND PROGRAM MANAGEMENT

- Participated in the development and implementation of corporate program manual
- Took charge of organizing and encoding client and project data onto Microsoft Projects and Microsoft Excel
- Closely collaborated with the City of Detroit's Buildings, Safety Engineering, and Environmental Department to maintain compliance with proper guidelines and policies
- Demonstrated exceptional project management expertise in overseeing four developers and three sub-recipients valued at \$6.4M under Wayne County's \$26M and the City of Flint's \$4.2M total Neighborhood Stabilization Program Award
- Ascertained all client projects maintain compliance with HUD policies, guidelines, and regulations
- Devised innovative strategies to efficiently resolve issues during project development operations
- Maintained regular and active communication with clients to ensure projects were handled properly and resolve all issues and concerns of the clients
- Established a master checklist to evaluate and track the progress of each project
- Rendered expert oversight to two full time and five part time personnel

CLIENT AND PUBLIC RELATIONS MANAGEMENT

- Represented company clients during city council meetings
- Attended the Do It Best Corporation Convention annually in Indianapolis, Indiana on behalf of the company to purchase resources and build positive working relationships with vendors
- Directly interacted with homeowners to ensure that they were completely satisfied with their homes

SALES OPERATIONS

- Deliberated with sales representatives to determine the best possible price on all corporate merchandise
- Made impactful contributions by introducing new rental equipment, which improved corporate sales revenue
- Leveraged technical mastery of computer applications to encode new clients into the rental system database
- Played a major role in the formulation of strategic innovations within the company to boost corporate sales, including handyman and snow removal service

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WORK CHRONOLOGY

<i>Project Manager</i>	SALES - MARKETING RESUME ▪ DETROIT, MI	<i>2011–Present</i>
<i>Project Coordinator</i>	SALES - MARKETING RESUME ▪ DETROIT, MI	<i>2010–2011</i>
<i>Rental Manager Sales Associate</i>	SALES - MARKETING RESUME ▪ ANN ARBOR, MI	<i>2004–2010</i>
<i>Technical Engineer Laborer</i>	SALES - MARKETING RESUME ▪ ANN ARBOR, MI	<i>2002–2004</i>
<i>Teacher's Aid Student Helper</i>	SALES - MARKETING RESUME ▪ YPSILANTI, MI	<i>1999–2002</i>

EDUCATION AND CREDENTIALS

Bachelor of Science in Psychology, Minor in Business, EASTERN MICHIGAN UNIVERSITY ▪ YPSILANTI, MI
Relevant Coursework: Contemporary Selling, Organizational Behavior and Theory, End-User Computing, Business Communication, Principles of Managerial Accounting, Quantitative Methods of Psychology, Principles of Marketing, Principles of Financial Accounting, Experimental Psychology

Organizational Behavior and Theory Management Project

Led a team of five in managing a semester-long management project, including obtaining information from student surveys, and developing presentations to students and professors

CREDENTIALS

Licensed Real Estate Agent: State of Michigan
Certified Washtenaw County Master Composter