

# John Smith



1420 N. Charles St., Baltimore, MD 21201  
T: xxx.xxx.xxxx E: JohnSmith\_JS@ubalt.edu

<b>EXPERIENCE</b>	Cambridge Door & Window, <b>Sales Representative</b>	20XX – 20XX
	<ul style="list-style-type: none"><li>• Sold over \$650,000 in sales in less than six-months, maintaining a 30% close ratio.</li><li>• Coordinated the creation of construction documents to hand over to production.</li><li>• Managed outsourcing program for web development and SEO efforts.</li><li>• Liaison between company, client &amp; field personnel.</li></ul>	
	Atlantic Electric LLC, <b>Manger</b>	20XX – 20XX
	<ul style="list-style-type: none"><li>• Oversaw day-to-day operations, including the management of 10 employees, maintaining critical path and scheduling.</li><li>• Provided project management for over 50 projects totaling 1.5 million.</li><li>• Successfully negotiated and executed contracts and construction documents.</li></ul>	
	First Chesterfield Investment Properties, <b>Property Manager</b>	20XX – 20XX
	<ul style="list-style-type: none"><li>• In charge of research potential properties and purchasing.</li><li>• Oversee refinancing and leasing (market and Section 8).</li><li>• Coordinate rehabs on over 40 homes.</li><li>• Negotiate contracts with subcontractors.</li></ul>	
	Diamond Mortgage, <b>Sales Manager</b>	20XX – 20XX
	<ul style="list-style-type: none"><li>• Oversaw a telemarketing room of 15 marketers responsible for creating 150 leads per week.</li><li>• Produced \$5-\$10 million per year in loans for three straight years.</li><li>• Developed outstanding sales experience.</li></ul>	
	United States Navy, <b>Sailor</b>	20XX – 20XX
	<ul style="list-style-type: none"><li>• Learned the value of working in a team environment.</li><li>• Naval Aviation Electronics schooling, graduation in the top 1% of class.</li><li>• Successfully completed training and skill building exercises including HAZMAT, MSDS, CPR, &amp; Firefighting.</li><li>• Performed flight ops on the USS John F Kennedy flight deck performing launches of the EA6B Prowler.</li></ul>	
<b>EDUCATION</b>	University of Baltimore	20XX – 20XX
	<b>B.S. Business Administration Entrepreneurship</b>	
	Community Colleges of Baltimore County (CCBC)	20XX
	<b>A.A. in Construction Management</b> , Dean's List Graduated Cum Laud	
<b>VOLUNTEER</b>	<b>Network for Teaching Entrepreneurship (NFTE)</b> , Volunteer	20XX – 20XX
<b>SKILLS</b>	<ul style="list-style-type: none"><li>• Microsoft Applications</li><li>• Thunderbird</li><li>• QuickBooks</li><li>• Linux command line</li><li>• Network Configuration and computer repair</li><li>• Blueprint reading and Auto Cadd</li><li>• Revit</li><li>• CPM scheduling</li><li>• Contracts</li><li>• Cost analysis</li><li>• Ability to complete projects on deadline</li></ul>	