

# John Smith

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(555)-555-1212

## SUMMARY

Dynamic, results-oriented, and highly-motivated professional with demonstrated expertise in sales, negotiation, real estate, and title management. Demonstrated ability as a team player, leader, and proven trainer. Intuitive insight into the needs and requirements of customers; self-motivated professional who is adept at working effectively with limited supervision, applying creativity, organizational skills, and attention to detail to plan and manage flawless special events, meetings, trade shows, and conferences for assigned accounts.

## PROFESSIONAL EXPERIENCE

### Evergreen Sail Boats

Springfield, IL

#### Director of Sales and Marketing

2010 – Present

- Implement sales/marketing strategies to increase sales revenue for start-up to increasing profitable revenue.
- Hire, train, and supervise a team of independent sales people as well as direct sales representatives.
- Develop relationships and new business by drafting proposals for new accounts and clients to purchase boats.
- Create and monitor "Marketing Plans" to ensure proper spending as well as action plans being on target.
- Demonstrate expertise in strategic planning for distribution of goals to the sales team members.
- Led by example in direct sales skills, including: telemarketing, prospecting, probing and overcoming objections, closing, proposal presentations both written and verbal, and mentoring the entire sales team.

### Property and Lean Research

Springfield, IL

#### President

2007 – 2010

- Supervised all sales and business development functions, including new art displays and merchandising of products, key account management, relationship development, negotiations, and order fulfillment.
- Established a positive impression through knowledge, a professional image, and an outstanding attitude.
- Consistently established and maintained good relations with a network and pipeline of opportunity.
- Demonstrated expertise in managing all accounting functions, such as: accounts payable/receivable, weekly payroll, bookkeeping, collections, and cash handling by using software, such as Quicken.

### ACME Signature Homes

Springfield, IL

#### Realtor

2006 – 2007

- Worked closely with a new homebuilder to market and prepare newly built homes to sell at top value.
- Coordinated open houses, advertised in different publications, and networked with other Realtors.
- Managed and supervised work of identifying distressed properties that needed complete renovations.
- Actively worked with investors and rental property owners and managed a portfolio of income properties.
- Highly competent in qualifying, reviewing, and processing applications for potential buyers and sellers.
- Self generated business by referrals; handled paperwork efficiently with the ability to lead and coordinate clients (buyers and sellers) from contracts through the close of escrow with ease and an excellent attitude.

### Search Support System Corp.

Springfield, IL

#### Director of Operations

1995 – 2005

- Developed and maintained a new network of retailers in the Point of Sale advertising marketplace.
- As director utilized people skills to mentor associates; reviewed files of completed mortgages; conducted title research; ensured title research consistency; noted the best clients for future marketing efforts.
- Updated and utilized sales promotional material to attain new target market and develop business.

## CERTIFICATION AND LICENSES

Mortgage Broker, Real Estate Illinois, 320 PA (Public Advisor)

## EDUCATION

Coursework at Springfield Community College in Business towards Bachelor degree in Business.