

JANE DOE BEFORE

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PROFESSIONAL OBJECTIVE

To obtain a commercial real estate position to utilize my knowledge of real estate, commercial construction/design, and commercial building/site/zoning requirements.

RESPONSIBILITIES AND ACCOMPLISHMENTS

- Completed the four required courses to obtain certification as a Certified Commercial Investment Member (CCIM) including: CI 101 –Financial Analysis for Commercial Real Estate, CI 102 – Market Analysis for Commercial Real Estate, CI 103 – User Decision Analysis for Commercial Real Estate, and CI 105 – Investment Analysis for Commercial Investment Real Estate.
- Reviewed commercial building plans for compliance with the Uniform Building Code, accompanying trade codes, Americans with Disabilities Act, local zoning ordinances, site engineering and drainage requirements. Supervised and assisted Architects, Engineers, Developers and Contractors in methods of achieving code compliance.
- Prepared code compliance reports and other necessary correspondence to Architects, Engineers and Contractors for required revisions to submitted commercial building plans prior to obtaining building permits.
- Provided architectural and design services on a contract basis including production of architectural drawings and assistance in material selections.
- Designed and prepared architectural drawings for Pizza Hut restaurants including new free-standing units, lease spaces within multi-tenant buildings as well as conversions of existing facilities.
- Designed office space for more than 800 employees of the Pizza Hut and Pepsico Food Systems home office facilities. Coordinated office reorganizations and provided supervision to Maintenance Department employees.
- Listed and sold residential real estate while providing buyers and sellers with timely information on financing and market conditions.

COMPUTER SKILLS

Microsoft Office Suite (Excel, Word, etc.)

LICENSES/CERTIFICATIONS/EDUCATION

Kentucky Real Estate Sales License (2002-Present)
Kansas Real Estate Sales License (1987-2000)
ICBO Certified Plans Examiner (1988-2000)
ICBO Certified Building Inspector (1988-2000)
ICBO Certified Fire Inspector (1988-2000)
ICBO Certified Mechanical Inspector (1988-2000)
ICBO Certified Plumbing Inspector (1989-2000)
City of Wichita Class B Contractor License (1989-1998)

Bachelor of Fine Arts, University of Kansas
Five Year Interior Architecture Degree, 3.25 GPA

AWARDS

Elected Outstanding Senior in Interior Architecture at the University of Kansas

WORK RELATED EXPERIENCE

Real Estate Sales Assoc., Real Estate Unlimited and Semonin Realtors, Louisville, KY (Jan. 2002 – Present)

Building Plans Examiner, City of Wichita, Wichita, KS (Nov. 87-June 1998.)

Real Estate Sales Associate, J.P. Weigand & Sons, Wichita, KS (Feb. 1987-March 1988.)

Independent Contractor, Wichita, KS (Dec.1986-Nov. 1987).

Project Architect, Pizza Hut Inc., Wichita, KS (Feb. 1986--Dec.1986 companywide layoff)

Office Space Planner, (Jul. 1984-Feb. 1986)

SALARY REQUIREMENTS: Market

PERSONAL: Married, two children, enjoy traveling, architecture, home renovation, fitness, reading, Sudoku, and crossword puzzles.

Additional Information

Building Plans Examiner

Facilitated ADA focus group consisting of contractors and Architects

Designed and implemented ADA compliance manual to ensure compliance to federal guidelines and regulations

Obtained five ICBO certifications within 18 mos resulting in three level promotion.

Managed multiple projects at a time.

Designed personal tracking system for plans examination process resulting in increased productivity and streamlined building permits.

Designated, as requested by developer, as dedicated plans examiner for Old Town Development projects involving conversion of old warehouse district to highly successful entertainment and shopping district

Effectively consulted with contractors, developers and architects to develop critical relationships while achieving ensuring fastest permit time.

Consistently achieved shortest turn around time for examination of building plans ensuring timely issuance of building permits allowing contractors to meet schedules which resulted in frequent requests to act as plans examiner for projects.

Office Space Planner

Designed and facilitated complete remodel of four story Pizza Hut corporate offices with new open office system allowing much increased efficiency and utilization of space to accommodate rapidly growing employee expansion. Designed and facilitated move of 40 employees to adjacent office building

JANE DOE - AFTER
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QUALIFICATIONS

Dynamic, results-producing Real Estate and Construction Professional with an exceptional skill set and professional background that combine to create a very powerful synergy. Expertise in all facets of real estate development, including interior architecture, planning, and design, marketing, code and zoning regulations, site preparation, and facilities management. Passed all four courses required for CCIM designation. Outstanding leadership, communication, and interpersonal skills. History of developing strong and collaborative working relationships with contractors, architects, and developers while serving as a building plans examiner, demonstrated by receiving the highest frequency of requests among examiner colleagues. Proficient with Word, Excel, Access, Publisher, Outlook, Photoshop; working knowledge of AutoCAD. Willing to travel and to relocate.

KEY COMPETENCIES

- Kentucky Real Estate Sales License
- Kansas Real Estate Sales License
- ICBO Certified Plans Examiner
- ICBO Certified Building Inspector
- ICBO Certified Mechanical Inspector
- ICBO Certified Fire Inspector
- ICBO Certified Plumbing Inspector
- Interior Architecture Expertise
- City of Wichita Class B Contractor License
- Commercial Construction & Design
- Building & Site Requirements
- Zoning Requirements
- Office Space Planning
- Project Architect
- Uniform Building Code
- Americans With Disabilities Act

SELECT ACCOMPLISHMENTS

- CCIM candidate completed the education aspects required for Certified Commercial Investment Member status.
 - CI 101-Financial Analysis for Commercial Real Estate, CI 102-Market Analysis for Commercial Real Estate, CI 103-User Decision Analysis for Commercial Real Estate, and CI 105-Investment Analysis for Commercial Investment Real Estate.
- Ensured compliance with Uniform Building Code, trade codes, Americans with Disabilities Act (ADA), local zoning ordinances, site engineering and drainage requirements by reviewing commercial building plans.
- Requested more frequently than any other examiner, the result of consistently achieving the shortest turnaround time for examination of building plans thus ensuring timely issuance of building permits allowing contractors to meet schedules.
- Informed architects, engineers and contractors of the need for required revisions to submitted commercial building plans prior to obtaining building permits by preparing code compliance reports and other necessary correspondence; provided coaching on achieving code compliance as needed.
- Designed and prepared architectural drawings for Pizza Hut restaurants including new freestanding units, lease spaces within multi-tenant buildings, and conversions of existing facilities.
- Provided aesthetically pleasing and optimal functionality for 800+ Pizza Hut and PepsiCo Food Systems staff by designing office space at the home office facilities; spearheaded office reorganizations and supervised maintenance team members.

SELECT ACCOMPLISHMENTS

(Continued)

- Facilitated increased knowledge and understanding of the ADA by conducting a focus group consisting of contractors and architects, and by designing and implementing a compliance manual to ensure adherence to federal regulations.
- Promoted 3 levels after earning 5 ICBO certifications within an 18-month period.
- Managed multiple projects simultaneously.
- Significantly increased productivity and streamlined the building permit process by designing a personal tracking system for the plans examination process.
- Served as dedicated plans examiner for Old Town Development projects involving conversion of old warehouse district to highly successful entertainment and shopping district, per request of the developer.
- Ensured a more rapid permit turnaround time by cultivating critical relationships with contractors, developers, and architects.

PROFESSIONAL EXPERIENCE

REAL ESTATE & MORE, Louisville, Kentucky

2002 – Present

Real Estate Agent

- Generate revenue by providing outstanding client services, including ascertaining clients' housing needs and budgets, researching available properties, guiding the client through the search and contract negotiation process, and listing homes for sale as the result of lead generation or referrals.
- Present purchase offers to sellers for consideration.
- Compare properties with similar properties that have recently sold to determine competitive market pricing.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
- Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting.
- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
- Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates.
- Coordinate property closings, overseeing signing of documents and disbursement of funds.

Additional related experience: ***Building Plans Examiner***, City of Wichita, Wichita, Kansas; Project ***Architect & Office Space Planner***, Pizza Hut, Inc., Wichita, Kansas

EDUCATION

UNIVERSITY OF KANSAS, Lawrence, Kansas

Bachelor of Fine Arts in Interior Architecture, 5-Year Program

CCIM Candidate, Passed Coursework