

Your Name
Street Address, City, State ZIP
Phone: 303-xxx-xxxx Email: sample@fakeemail.com

FACILITY MANAGER

20+ years of experience in the commercial construction industry, with project management assistance to architects, owners and subcontractors. Extensive experience in the entire construction cycle from specification generation through final inspection and warranty.

CORE COMPETENCIES:

Construction industry knowledge	Financial oversight	Facility Inspection
Team management	Building code & regulations	Communication abilities
Customer service oriented	Attention to detail	Honest & trustworthy

Additional technical abilities: Microsoft Office, internet research, file management

PROFESSIONAL EXPERIENCE:

Regional Manager **2000 - 2010**
W.A.S, Denver, CO

WAS specialized in roofing, insulation and related products for commercial buildings and facilities. A core aspect of the business involved representing manufacturer's products directly to architects, project manager, owners, governmental agencies and key decision makers in addition to customary roofing companies.

- Responsible for a 3-state territory: Colorado, Nebraska and southern Wyoming
- Initiated and assisted with projects from designing quotes through final installation and owner's acceptance of products
- Created accurate budgets based on facility needs, industry standards, client's budgets and desired outcomes
- Introduced new products to the Architectural and Roofing Consultants
- Accountable for Profit & Loss for the region; oversight of expenses and budgetary concerns
- Conducted training seminars for architectural firms, large owners, conferences and trade shows
- Knowledge of building and construction codes, restrictions and regulations
- Travel to customers' locations, evaluate facilities and make recommendations on projects
- Responded to emergency situations and suggested proper course of action

Sales Manager **1990 - 2000**
S., Denver, CO

Responsible for a team of salesmen for roofing, installation and related products for commercial and institutional clients.

- Trained a team of salesmen in products, building considerations, client needs and sales techniques
 - Accountable for Profit & Loss for the team, including oversight of expenses
 - Managed the bidding and installation process of all sales in the Colorado territory
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EDUCATION:

Bachelor of Business Administration	Paralegal Certificate
University of Cincinnati	Aurora Community College - ABA accredited
Cincinnati, OH	Aurora, CO

AFFILIATIONS

CSI, CDT - Construction Specification Institute as a Certified Document Technician.