

JOHN W. SMITH

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CAREER OBJECTIVE

Fast-paced, dynamic, leadership or collaborative management position in commercial or residential real estate utilizing my extensive experience and education, with opportunities to engage in frequent business communications either in person or via telecommunications.

PROFESSIONAL EXPERIENCE

BUSINESS DEVELOPMENT

- Formed Limited Liability Companies and Corporations in multiple states.
- Prepared amendments to articles of incorporation and initial drafts of Operating Agreement and Resolutions in compliance with industry standards.
- Obtained EIN numbers from IRS, created and maintained Member Lists.
- Worked closely with CEO in launch of start-up company by conducting research on competitors, locating prospective client base, preparing website content and brochure.

TAXATION AND FINANCIAL SERVICES

- Maintained professional contact with state treasurer and assessors' offices in multiple states while monitoring property taxes including parcel splits and assessments.
- Filed monthly sales tax forms for commercial condos in the state of Arizona.
- Created Tax-Tracker administrator account, ensured organization of necessary tax documents, reviewed and approved K-1s and updated member lists with year end balances for seventy-five (75) Limited Liability Companies and Corporations.
- Filed annual Business Property Statement for the Santa Clara County Assessor.
- Served as in-house coordinator and cooperated with accounting departments in multiple states with respect to all company tax issues.
- Formed dissolutions and allocated annual LLC tax to each applicable state.
- Worked with lenders to obtain financing and provided monthly financial reporting.
- Maintained corporate entities in good standing by filing regular financial reports.

REAL ESTATE

- Cooperated with Title Officers to open escrows, close residential and commercial properties, review title policies and holdback escrow accounts, where applicable.
- Collaborated with property managers to open new association accounts.
- Troubleshooting of real estate issues with property management and owners.
- Participated significantly on 40 commercial and residential real estate projects.
- Served as principal liaison with all out-of-state project managers, coordinated with brokers on all sales, reviewed LOI's and purchase contracts, handled foreclosures and lender note buyouts.
- Managed General Liability, Builders Risk, Wrap Insurance, Association Policies, Directors and Officers, Excess Liability, Personal Home, Auto and Umbrella policies.

OFFICE MANAGEMENT

- Served as Executive Assistant to President and CEO.
- Researched and coordinated purchasing of all office equipment and related software.
- Established electronic file system, organized server files and determined access and privileges for employees.
- Served as main point of contact for all IT troubleshooting and development and collaborated with IT specialists in resolution of all office IT operations.
- Drafted professional business memos and assisted in the planning of office events.

HUMAN RESOURCES

- Created and posted job descriptions, screened resumes, conducted initial phone interviews and second interviews with CEO, lead hiring team, completed final stages of hiring process, initiated and managed HR processes for all new hires.

TOURISM

- Trained employees and monitored staff performance following training period.
- Responsible for employee work schedules for four departments.
- Managed website maintenance processes.
- Created human resource communication tools such as newsletters and office memos.
- Developed, organized and implemented employee incentive programs.

CAREER HISTORY

Manager, Board Member, Transaction Coordinator October 2003 - Present
Barney Capital, Inc. and HHS Development, LLC San Jose, California

Reservation & Front Desk Manager 1999-August 2003
Aspen Resort & Washington Inn Tourist Hotels Aspen, Colorado

EDUCATION

Bachelor of Science - Sociology May 2003
Minor: Industrial and Organization Psychology
Brentwood College Madison, Wisconsin

SKILLS AND CERTIFICATIONS

- Notary Public – 2008
- Word
- Excel
- PowerPoint
- Publisher
- ACT
- Salesforce.com
- Internet Research
- Business Incorporation