

# Kevin Parker

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## PROFILE

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A detail and results-oriented professional with over 10 years of experience in all facets of the construction and real estate development industries. Qualifications and skills include:

- Hands-on construction management experience
- Background in administration and quality control
- On-time completion of multi-million dollar projects
- Knowledge of design and potential design problems, building codes, and industry regulations
- Understanding of purchasing and site management through certification of occupancy
- Developing and maintaining partnerships with architects, engineers, local officials, vendors, and clients

## EDUCATION

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**Rollins College**, Winter Park, FL

*Bachelor of Arts in Growth Management and Environmental Studies*, May 2012

**Certified General Contractor**, Construction Industry Licensing Board, Tallahassee, FL, June 1998

## PROFESSIONAL EXPERIENCE

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**Lakeforest Development**, *Project Manager*, Orlando, FL, March 2004 – Present

- Complete \$15 million, multiple 60-unit luxury condominiums on schedule
- Secure, schedule, and retain quality sub-contractors during construction boom of 2004-2007
- Develop and implement plan for sub-contractors to reduce material and equipment expenses
- Generate dashboard reports for review by clients and upper-level management
- Assist superintendents in solving structural and administrative personnel problems on various construction sites

**Norman Miller Company**, *Planning and Development Intern*, Maitland, FL, January 2010 – May 2010

- Prepared presentations on Maitland Town Center \$400M brownfield infill project for planning and zoning commission, city council, DCA, and investors
- Researched comprehensive plans and land development regulations to aid in drafting final approved developer's agreement for 1.3 million square feet mixed-use project
- Coordinated comprehensive land use changes for properties, including small and large scale amendments, conditional use permits, and rezoning

**Pulte Homes**, *Superintendent*, Altamonte Springs, FL, January 2005 – March 2006

- Planned, organized, and managed the overall residential development of townhouses, condominiums, and mid-rise buildings, specializing in custom homes
- Oversaw all aspects of construction for multiple award-winning entries in "Parade of Homes"
- Communicated with homeowners before, during, and after construction to ensure client satisfaction
- Ensured compliance with South Florida Water Management regulations prior to successful completion of final inspection for 100-acre subdivision bordering three lakes
- Executed design and blueprint review

## SKILLS & AFFILIATIONS

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Member of the Urban Land Institute

Proficient in Microsoft Word, Excel, Access, PowerPoint, InfoPath, OneNote, Outlook, Project, and Visio

# TYRONE JOHNSON

1523 LAKE TERRACE • WINTER PARK, FL 32789

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## OBJECTIVE

A Guest Service Representative position with The Peabody Orlando utilizing communication and organization skills to provide high quality customer service to all hotel guests

## QUALIFICATIONS

- Results-oriented professional with a strong work ethic who takes initiative, identifies problems, and offers creative solutions for implementation
- Exceptional interpersonal communication skills; easily interact with individuals from diverse backgrounds
- Excellent organizational, listening, planning, and public speaking skills

## EDUCATION

Rollins College, Winter Park, FL, December 2013

*Bachelor of Arts in Communication Studies; Minor in Psychology*

## EXPERIENCE

Brown & Cosner Commercial, Orlando, FL, April 2012 – Present

*Marketing Assistant/Business Development Specialist*

- Develop promotional and marketing materials for print and online media
- Manage office finances including accounts payable and receivable, employee payroll, invoices, county fees, and petty cash
- Create and maintain office website including online database of available properties

TravelStar Magazine, Winter Park, FL, May 2009 – March 2012

*Account Service Representative*

- Researched potential clients and presented information to account managers for sales pitches
- Planned and hosted corporate events including Children's Miracle Golf Tournament
- Assisted in drafting press releases and contacting media to advertise client events
- Managed over 50 client accounts worth \$3.4 million in advertising revenue

Wedding Dreams, Orlando, FL, September 2007 – May 2009

*Wedding Consultant*

- Provided event planning services to local and international clients
- Established relationships and negotiated contracts with vendors and venue liaisons to secure products and services within limited budget
- Promoted agency through Facebook, wedding guidebooks, company website, and e-mail campaigns
- Attended multiple wedding shows to showcase services and recruit new clients

## LEADERSHIP

Rollins College Communiqué, *Vice President (2012 – 2013)*, Winter Park, FL, September 2011 – 2013

Rollins College Community Hearing Council, *Board Member*, Winter Park, FL, January 2012 – 2013

Orlando Museum of Art, *Education Volunteer*, Winter Park, FL, August 2010 – May 2011

## COMPUTER SKILLS

Proficient in Microsoft Word, PowerPoint, Excel, Publisher; Access; QuickBooks

# Scott Patterson, CPA

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5309 Fairlawn Drive • Orlando, FL 32809 • 407-987-6543 (cell) • spatterson@gmail.com

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## OBJECTIVE

An executive management position in the financial department of a pharmaceutical manufacturing company.

## EXPERIENCE

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### ABC Medicines, Inc.

Longwood, FL

#### *Associate Chief Financial Officer*

September 2011– Present

- Increase efficiency of corporate finance department by 40%
- Interview, hire, and manage subordinate staff of 15
- Compile quarterly and annual consolidated financial reports and present to Board of Directors

#### *Accounts Payable Manager*

June 2009 – August 2011

- Prepared and monitored general ledger activity, journal entries, and accruals
- Analyzed and reconciled bank accounts, accounts receivable, inventory, fixed assets, accounts payable, and inter-company accounts

### XYZ Orthopedic Supply, Inc.

Orlando, FL

#### *Financial Specialist*

October 2007 – June 2009

- Prepared and processed accounts payable checks and wire transfers
- Oriented and trained new financial employees and temps
- Served as liaison between external vendors and corporate departments
- Received and accepted offer of full-time employment after only four months as temp

#### *Temporary Finance Clerk*

June 2006 – October 2007

- Maintained complete and accurate ledgers and balance sheets
- Evaluated existing accounting systems and provided practical accounting and internal control recommendations

### Sun Trust, Inc.

Winter Park, FL

#### *Financial Services Intern*

January 2004 – May 2006

- Processed accounts receivable and payable
- Conducted weekly internal audits of over 1,700 teller receipts
- Researched qualifications of loan applicants
- Observed sales presentations conducted by senior management

## EDUCATION

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### Rollins College

Winter Park, FL

*Master of Business Administration*

June 2011

*Bachelor of Arts in History; Minor in English*

May 2004

## SKILLS AND CERTIFICATIONS

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- Certified Public Accountant, State of Florida
  - Proficient in Excel, Lotus, Access, QuarkExpress, QuickBooks, and ExacTax