

# Samantha Jobseeker

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## Career Target: Trainee in Real Estate Development Company

Seeking opportunity to learn and grow within a company involved in real estate or community development, particularly in international regions. Offer superb writing and research skills, creativity, and ability to analyze and synthesize vast amounts of data. Excel in fast-paced positions requiring initiative, strong problem-solving abilities, and talent for “thinking on your feet.”

## Areas of Knowledge & Strength

- ▶ Real Estate Investment Analysis
- ▶ Research & Writing
- ▶ Web Development
- ▶ Community Development
- ▶ Customer Service & Relations
- ▶ Teamwork & Team Building
- ▶ Business Process Improvement
- ▶ Marketing Materials Design
- ▶ International Business & Issues

**Excellent Work Ethic ~ Creative Problem Solving Abilities ~ Strong Project Orientation ~ Team Player ~ Visionary  
~ Sensitive to Multiculturalism & Diversity ~ Technologically Capable ~ Committed & Driven**

## Qualifications Summary

### Real Estate

- ▶ Researched and performed due diligence, analyzing financial feasibility of potential real estate acquisitions for business focused on providing adequate safe, and affordable housing for below-average and median income families. Assessed ROI potential of properties as rentals and fix/flips.

### International Experience

- ▶ Participated on mission trips to Mexico and Dominican Republic. Performed various volunteer work with children, recovering drug addicts, battered women, and local hospitals.
- ▶ Traveled to Brazil to assist with construction and restoration of local churches. Tutored students at ESL schools.

### Project Coordination / Team Work & Team Building / Group Facilitation

- ▶ Demonstrated ability as a team builder capable of recognizing and engaging unique talents in others, motivating co-workers to complete both routine duties and challenging projects in the most efficient and effective manner.
- ▶ Served as group leader and facilitator for UNH’s special program for high-school students.
- ▶ Tutored disadvantaged and under-achieving students in reading as volunteer in UNH’s special reading program. At Barrington Community College, founded club that provided assistance to students in adjusting to college.
- ▶ Worked on project teams that prepared private golf club for PGA tournament, including general and special property maintenance, delivery and stocking of supplies, and providing assistance to food service and kitchen staff.
- ▶ Teamed with director of UNH’s Volunteer Center in creating a co-curricular transcript that allowed students to document service and leadership activities for future employment and graduate school admissions.

### Creative Problem Solving

- ▶ Took initiative to observe operations and think creatively and “outside the box” to develop new and more efficient techniques for day-to-day tasks such as managing inventory, ultimately saving both time and money.
- ▶ Contributed to sales increases by recommending changes to lighting and merchandising displays during special sales events at a retail store known for high-end knit clothing. Helped design attractive displays, organized stock, prepared showroom, and provided efficient systems for sale-day operations.

### Communications & Customer Service

- ▶ Proved interpersonal and communication abilities as a driver chartered to transport NBA and WNBA players and guests (celebrities and prominent athletes) to engagements during the 2005 All-Star Weekend in Rochester.
- ▶ Developed broad knowledge spanning many areas of operations of a private/exclusive golf club and resort. Became go-to person to solve problems, to “make things happen” regardless of the challenges, and provide support and service to members, guests, and co-workers; continuously strived to exceed expectations.

## Education

University of New Hampshire – Durham, NH (1999 – 2003)  
COURSEWORK TOWARD DUAL B.A. DEGREES • English and Sociology

## Work History

REAL ESTATE INVESTMENT DUE DILIGENCE • XXXXX  
PURCHASING / KITCHEN ASSISTANT / MAINTENANCE • XXXX  
DRIVER • XXXXXX Transportation (200  
INVENTORY & MERCHANDISING ASSISTANT • XX

\*\*\* Extensive volunteer work on multiple, extensive foreign mission trips (Brazil, Barrington Community College and University of New

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