

GEORGE A. DOE

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Facility Manager | Project Manager | Sales and Marketing

More than 20 years of construction experience in all facets of “design-build” construction operations. Possess a demonstrated record of success to increase organizational efficiency and enhance productivity, in union and non-union environments. Leadership includes strategic business planning, project development, operations, finance, risk management, negotiations, marketing, quality control, facility utilization, and client-retention management. Highly organized and detail-oriented with strong inter-personal communication skills. Proven expertise in:

- Project Ownership
- Strategic Planning
- Budget Management
- Technical Operations
- Contract Negotiation
- Commercial & Residential Construction
- Reading Blueprints
- Marketing
- OSHA Certification
- Customer Retention

TRACK RECORD OF SUCCESS

- Collaborated with business partners—successfully created two multi-million dollar companies.
- Generated 51% net profit for general contracting company.
- Achieved and maintained profitability 17 consecutive years.
- Redesigned project and presented budget adjustment—secured \$2.7 million dollar project.
- Earned recognition as top sales producer.

PROFESSIONAL EXPERIENCE

Principal/Treasurer, XYZ Contracting, Inc, St. Louis, MO 2003–2009
Full-service Design/Build General Contracting and Construction Management Firm.
24% ownership

Operations / Project Management

- Managed and directed day-to-day activities, project-management procedures, contract administration, financial management, marketing, and operations logistics for assigned projects.
- Directed and monitored operations and administrative logistics while keeping projects on schedule within or under budget.
- Developed and maintained customer loyalty to improve working relationships—resulted in repeat business, increasing annual revenue.
- Led multiple overlapping projects using top-notch organizational and time-management skills.
- Created collaborative team environment with focus on quality, customer service, and cost-effectiveness.

Budget Management / Sales and Marketing / Revenue Enhancement

- Personally accountable for 51% of company’s annual revenue.
- Secured and managed company’s largest account valued at \$8 million during 2005–2008.
- Formulated and established \$14 million towards annual revenue.
- Administered strategic sales presentation, delivering contractual agreements—surpassed personal goals five consecutive years, averaging 10%–12% annual profit growth.
- Structured financial contract and closed a record-setting office renovation project worth \$1.4 million.

Principal/Secretary, Company XYZ Associates, St. Louis, MO
*Full-service Design/Build/Maintain Contractor and Engineering Firm.
Heating/Ventilation/Air-conditioning (HVAC)
Original owner—14% ownership*

1994–2003

- Recruited to start HVAC contracting business (spin-off from Robert J. Jones, Inc).
- Instrumental in company growth from start-up to \$30 million annually within nine years.
- Key player in building business through product planning, operations, marketing and sales, new product launches, and client relationships.
- Exceeded profit projects of \$500,000 by consistently achieving outstanding results—completed every project within budget and timelines while meeting contractual obligations.
- Skillfully negotiated union grievances and non-union contracts while maintaining positive internal and external relationships.
- Provided front-line point of contact for all customer relationships, complaints, and disputes.

Project Manager, Robert J. Jones, Inc, St. Louis, MO
Privately owned mechanical construction company. Plumbing/Heating/AC Contractors

1992–1994

- Elected to venture profitable contracting and engineering firm.
- Progressed rapidly in outstanding sales performance and project management.
- Rewarded portfolio ownership by demonstrating consistent profitability—reported to vice president.
- Constructed and presented general contractors HVAC service proposals.
- Implemented and restructured first energy retrofit project—saved customers 6% off total energy bill.

Union Brick Mason, XYZ Local No. 1, St. Louis, MO
International Union of Bricklayers and Allied Craftworkers.

1986–1992

- Installed brick on commercial buildings and residential homes.
- Demonstrated ability to work hard under extreme pressure.

EDUCATION

Bachelor of Science, Marketing/Business Administration
Southwest Springfield State University, St. Louis, MO

Associate of Arts, Business Administration
Missouri College, St. Louis, MO

PROFESSIONAL ORGANIZATIONS / AFFILIATIONS

International Facilities Managers Association (IFMA) – Member
Mechanical Contractors Association (MCA) – Member
Building Owners and Managers Association (BOMA) – Member
Chamber of Commerce – Member
City of St. Louis School District – Elected Board Member
St. Louis Builders Association – Member/Former President

COMPUTER SKILLS

Windows XP; Microsoft Office, Project, Word, Excel, PowerPoint, & Outlook; Internet Explorer