

MOSES PAUL

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SUMMARY OF QUALIFICATIONS

High performance and results driven professional. Experience in data mining for business solutions and executing projects and business strategy. Background in construction and contracting, customer service, and internal/external client services. Proven knowledge and experience in effectively communicating and delivering business results and project deliverables. Team player with problem-solving, sales, strategic planning, forecasting and budgeting skills with ability to work in a high-energy, fast-paced environment. Business knowledge and skills includes:

- Customer Relationship Management
- Project Management
- Computer-Aided Drafting (CAD)
- Construction Contracting
- Project Safety & Health
- Communications
- Computer Applications & Concepts
- Business and Trend Analysis
- Sales and Marketing

EDUCATION

BS, Business Administration, Ohio Christian University, Circleville, Ohio, *(currently enrolled)*

AS, Business Management, Ohio Christian University, Circleville, Ohio

WORK EXPERIENCE

Taylorsville First Baptist Church

(2013 – Present)

Columbus, OH

Custodian – Responsible for the appearance, cleanliness, maintenance and security of the building and grounds. Keeps the building clean, attractive and well maintained, inside and out. Maintains attractive grounds, grass cutting, care of flowerbeds, and other maintenance duties. Perform minor repairs, including masonry, electrical systems, and plumbing. Perform other duties as assigned by Church Administrator. Exercises judgment and initiative in resolving problems. Performs other duties as assigned by Church Administrator. (Volunteer)

Infinity Realty

(2010 –2011)

Columbus, OH

Broker – Responsible for developing and managing relationships with affiliate professional networks and brokers. Manages performance sales model to maximize market penetration and optimize profitability. Supervises proper delivery of advertising campaigns in accordance with goals and objectives of the client. Prepares and presents marketing plans and proposals to advertisers and manages the required follow-up activities. Provides regular pipeline forecasts to management. Deal with multiple projects simultaneously with high attention to detail.

Germut, Inc.

(2007 – 2011)

Columbus, OH

Construction Associate – Provided project support in field operations and in the home office as assigned for various aspects of the construction-contracting business. Assisted field staff in areas of operations (facilitators, inspectors, project controls, safety, etc.) and project controls activities including tracking cost and developing schedules based on technical specifications. Developed spreadsheets, construction estimates, and analyzed trends. Communicated information and traveled to construction sites to perform general work. Pre-planned and audited construction activities for compliance with company and project safety & health requirements. Executed company safety & health program elements. Performed inspections with the quality team. Reviewed codes and requirements for material applications. Assisted procurement with logistics activities, packaging subcontracts for construction projects, and working with site materials management. Supports startup in the home office with proposal preparation, commodity evaluations, and spreadsheet tools development; and in the field with progress tracking, cost evaluations, turnover package development, system walk downs, and punch list maintenance. Completed assignments at the request of the Construction Manager. Analyzed and communicated results of designated assignments.

RELEVANT EXPERIENCE & TRAINING

Highly proficient in Microsoft applications and project management. Real Estate Appraisal, Real Estate Finance, Real Estate Law

Licenses, Certifications & Memberships: Virginia Department of Professional and Occupational Regulation Real Estate Board (Broker),