

JOHN SMITH

DOCTOR + TIME TRAVELER

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(555) 867-5309

EXPERIENCE

TARDIS Corporation — Cardiff, England

President & Owner, *April 1987 to April 2012*

Opened and operated franchise for 25 years. Responsibilities included:

- **Administration:** hiring/training of employees, scheduling, preparation of all reports, create signage, helped create new franchisee store design and website
- **Finances:** processing payroll, monthly and yearly accounting, advertising
- **Inventory control:** shipping and mailing of orders, equipment maintenance, equipment supplies and ordering

Time Lords, Inc. — Maumee, Ohio

Real Estate Agent, *July 2005 to present*

Top-listing and top-selling agent multiple times at the Southwest branch of Time Lord, Inc. providing skills as a negotiator and marketing professional, helping clients to get the best price possible in the most reasonable amount of time.

EDUCATION

McKissock Continuing Education — Maumee, Ohio

Professional Development Courses, *January 2009 to January 2011*

Classes included: Green Building, Ohio Civil Rights, Ohio Core Laws, Liens Taxes and Foreclosures, Ohio Ethics, RESPA Laws

The Continuing Education Shop — Maumee, Ohio

Real Estate Continuing Education, *March 2006 to December 2008*

Classes included: Advertising, Foundations of Finance, Ohio Ethics, Agency Law, Fair Housing

Hondros College — Toledo, Ohio

Real Estate Preparatory School, *March 2005 to July 2005*

Ohio Real Estate Licensing 160-hour Program

Kaplan College — Dayton, Ohio

Associate's Degree in Photographic Technology, *Sept. 1984 to June 1987*

Minor in Videography

Pennsylvania State University — State College, Pennsylvania

Biology/Pre-Med studies, *June 1981 to May 1984*

SKILLS

Computer Skills

Familiar with Microsoft Word, Excel and Access; Adobe Photoshop; QuickBooks, TurboTax; Facebook; Windows XP and 7.0; Internet Explorer and Firefox

Business Skills

Able to manage and motivate workers to ensure best performances. Employees at time of TARDIS's closing worked there for 19, 11, 4 and 2 years each. Financial experience through owning small business provided understanding of accounting and payroll management. As a real estate agent, self-motivation and drive are key to providing the best customer service.

People Skills

For the last five years, have works 355+ days per year without taking any sick days. Most important asset is the ability to keep clients satisfied.

RECOGNITION

Best Of The Best Award — TARDIS Corporation

April 1987 to April 2012, Nine-time franchisee winner from nation's largest franchiser of photo labs, with more than 450 locations at its peak.

Circle Of Success — TARDIS Corporation

2003, First of two people in the country to receive success award

Top Listing & Sales Agent — Time Lord Real Estate Company

2005, 2006 & 2009, Received awards twice in 2005 and 2009 and once in 2006 for being top listing and sales agent at the Southwest branch of Time Lord Real Estate.