

# John T. Doe

1234 Prescott  
Denver, CO 80000

Home (303) 303/000-0000  
Cell (303) 444-0000 and/or Email

---

## PROFESSIONAL QUALIFICATIONS

- Creative marketer with extensive experience in developing high tech, leading edge marketing, sales, training and retention programs that substantially increase market share, productivity and profitability
- Experienced team leader with proven success in managing 100+ employees of diverse cultures and complex organizations
- Versatile and accomplished problem solver with extensive experience in managing complex dispute resolution through customer service, mediation, arbitration and litigation
- Results-oriented leader with proven track record of consistently increased market share, profit margins and shareholder equity

## PROFESSIONAL EXPERIENCE

**International Real Estate Brokerage Firm**, Denver, CO (1990 to Present)

***Executive Vice President*** *January 1999 - Present*

Corporate officer in charge of 50% of U.S. operations for a multi-billion dollar residential real estate broker. Responsible for four Regional offices and 421 franchised offices, with over 7,500 professional affiliates. Provided senior management leadership regarding business development, operational management, marketing / sales, human resources and dispute resolution to over 150 Regional Owners and staff.

- ≡ Conceived and implemented plan for most successful franchise sales/recruiting campaign in the history of company
- ≡ Annual sales/recruiting quotas were exceeded in 90 days. Sustained 22% annual growth rate for 7 years
- ≡ Provided leadership and motivation outperforming market share growth quotas for 118 consecutive months
- ≡ Negotiated and managed initial international expansion into Mexico, Caribbean Basin, Central and South America
- ≡ Instituted repurchase and merger of two regional operations and generated an additional \$340MM in shareholder equity
- ≡ Presided over largest multi-office merger that resulted in one mega-operation with \$3B in annual sales
- ≡ Served on Executive Committee for strategic planning and Employee Compensation Committee
- ≡ Scripted and moderated numerous live and taped satellite telecast programs for the advancement of education and motivation

***Vice President - Commercial*** *March 1995 - January 1999*

Appointed by Chairman to concurrently head a corporate initiative to develop a full-service global Commercial and Investment Division. Established policies, procedures, operating systems and risk management controls for commercial needs.

- ≡ Launched aggressive national advertising/public relations programs to enhance commercial brand name awareness
- ≡ Initiated state-of-the-art internet site for online commercial listings
- ≡ Successfully recruited and retained more CCIM Designees than any other company worldwide
- ≡ Established strong relationships with trade associations gaining widespread acceptance among industry and consumers
- ≡ Launched innovative development of satellite network and CD ROM delivery of commercial designation courses
- ≡ Established national referral programs with other global and national commercial firms

***Vice President - COR Zone Director*** *January 1992-February 1995*

Promoted to turnaround lagging, yet most vital, operation to firm's profitability. Full operational and fiscal duties for 7 company owned regions (CORs), comprised of 12 states. Direct report for 49 management and marketing professionals.

- ≡ Managed advertising budget of \$7MM annually
- ≡ Utilized state-of-the-art technology to develop a residential transaction audit system used in litigation to verify North American leadership status as the 41 sales volume leader with annual closed volume in excess of \$95B
- ≡ Led revitalization of four stagnated regions with increased franchise sales ranging from 300% to 600% the first year

***Regional Director of Mountain States*** *March 1990-December 1992*

Full day-to-day operational responsibility for the founding region comprised of four states with 182 offices and 1,623 affiliates.

- ≡ Spearheaded efforts to automate competitive market share analysis allowing daily vs. quarterly compilation
- ≡ Revamped customer service and dispute resolution functions mandating same day response
- ≡ Increased market share from 32% to an all-time high of 43% for the Greater Denver Metro area

**Brown, Wilson & Maglore**, Denver, CO

April 1987 - February 1992

\$50MM venture capital firm with manufacturing and distribution focus.

***Partner, Vice President***

- ≡ Managed daily operations of private venture capital entity with 20 employees
- ≡ Completed \$820K private placement and \$110K bridge financing
- ≡ Was interim COO for the client company
- ≡ Prevented involuntary C-Corp conversion saving client company \$120K

**PetroMark Oil**, Denver, CO

November 1983 – Mar 1987

A privately held oil and gas exploration development and production company.

***Supervisor - Financial Systems Development***

***Supervisor - Limited Partnerships***

***Senior Accountant - Corporate Receivables***

***Intermediate Accountant - Credit Analyst***

- ≡ Designed/implemented credit procedures reducing delinquent balances from \$7.2MM to \$425K
- ≡ Structured workouts with problem accounts saving over \$5MM in bad debt losses
- ≡ Supervised 25 employees while managing a \$220MM portfolio of Limited Partnerships

**EDUCATION**

**University of Colorado**, School of Business Administration, Boulder, CO

Bachelor of Science, Major: Finance, Minor: Marketing; Internship: Peat Marwick

**University of Denver**, School of Business Administration, Denver, CO

Management Development Center, Advanced Finance and Marketing classes

**Harvard School of Business**, Executive Development Program: Total Quality Management

**ASSOCIATIONS**

Professional Designations: Accredited Buyers Representative, Certified Relocation Professional, Certified Residential Broker Member

- ≡ American Management Association
- ≡ International Council of Shopping Centers
- ≡ National Association of Commercial Real Estate Executives
- ≡ Employers Relocation Council