

JOHN BROOKS

john.brooks@marquette.edu

645 Courtland Circle • Western Springs, Illinois 60558 • (708) 738-5878

Dear Hiring Executive:

Please review the attached resume. It will provide you with the relevant information regarding my education, skills and professional experience.

As my resume will indicate, I am currently an undergraduate student at Marquette University, double majoring in Commercial Real Estate, with an anticipated graduation date of May of 2010. I am now positioned to translate academic success into the professional arena, and am interested in pursuing a Commercial Development position or internship with your respected organization.

In addition to my education and experience, I bring with me a number of qualifications that will prove beneficial to your company:

Dedication: Goal-centered and highly driven to succeed. Always prepared to do whatever is necessary to successfully complete all projects

Communication Skills: Build strong relationships with customers, staff, and management. Anticipate potential conflicts and bring them to quick resolution before they can become issues. Develop loyal, long-term professional relationships.

Strategic Planning: Think tasks through from initial planning to ultimate completion. Remain constantly vigilant for opportunities to increase efficiency and profitability of facilities. Skilled at problem solving.

Knowing that this brief introduction cannot adequately answer all of your questions, I eagerly await the opportunity to discuss my potential contribution to your company with you in person.

Sincerely,

John Brooks

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Dynamic, highly motivated college graduate seeking to utilize energy and skills in a professional position within a progressive organization..

Technically proficient; skilled at Microsoft Windows Operating Systems, Microsoft Office Suite, QuickBooks, and various proprietary software.

EDUCATION:

MARQUETTE UNIVERSITY

COLLEGE OF BUSINESS ADMINISTRATION Milwaukee, Wisconsin

- **Bachelor of Arts:** Double Major in Marketing and Commercial Real Estate, May of 2010
- Marketing Major GPA: 3.6
- Commercial Real Estate GPA: 3.33
- Recipient of St. Ignatius Loyola Scholarship
- Relevant course work includes all required Marketing and Real Estate courses including Marketing Research, Marketing Management, e-Marketing, Introduction to Information Technology, Operations and Supply Chain Management, Investment Analysis, Real Estate Development, Real Estate Valuation, Commercial Real Estate Finance
- Key member of student team charged with successful development of computerized database on behalf of Wisconsin Department of Public Safety
- Member, American Marketing Association and Real Estate Club

PROFESSIONAL HIGHLIGHTS:

MARQUETTE UNIVERSITY RECREATION CENTER - Milwaukee, Wisconsin (2009 to Present)

Student Service Representative

Provide a variety of services to students and recreation center members

FENWICK HIGH SCHOOL - Oak Park, Illinois (Summer, 2009)

Marketing Manager Intern

Conducted vendor reviews resulting in \$75,000 savings in revised contracts, implemented a food service product line assessment, analyzed price and promotion resulting in 85% increase in retail sales, researched price elasticity for new product development, conducted focus groups to enhance internal and external customer satisfaction, and acted as the municipality liaison in a new village parking program resulting in 15% increase in revenue

MIA HOLDINGS, LLC - LaGrange, Illinois (Summer, 2008)

Financial Consultant

Managed a wide range of financial services including cash flow analysis, property management, and forecasting/projections resulting in a 20% increase in profit margin. Assigned joint responsibility to acquire and liquidate properties.

WINE AND ROSES LANDSCAPING - LaGrange Park, Illinois (Summers, 2007 to 2009)

General Laborer

Designed varying scopes of work and cost containment in addition to project management, observed and calculated proper plant selection for installation, contributed to daily operations of team designing and constructing patios, removal of trees and shrubs, and other routine maintenance

ANISI HONEY WAFERS COMPANY - Westmont, Illinois (2002 to 2006)

Production Manager

As an intricate component of the Consumer Packaged Goods (CPG) industry, monitored and supervised daily food production line operations, prepared ingredients, performed product research and review, and merchandized shelf based on planogram. Assisted in direct store delivery to customers in the greater Chicago-land area resulting in a 15% increase in profit margin during employment period

- References Provided Upon Request -