
John R. Chidester

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Education:

Marquette University, Milwaukee, WI
Bachelor of Science Degree in Business Administration
Graduating May 2010 Cumulative GPA: 3.594 (3.833
Major GPA)
Major: Real Estate-Finance and Development

Skills:

- Proficient knowledge of Windows, Microsoft Office, and Mac Operating Systems
- Financial and mathematical skills from applicable coursework
- Operational knowledge of analysis programs like, CoStar, Xceligent, and Argus software systems
- Ability to read and interpret data, financial analysis, and blueprints and drafting materials through applicable coursework
- Reliable, responsible, diligent, versatile, motivated, articulate, and focused
- Ability to work in teams through experience in the work environment, as well as application through sports

Work Experience:

Professional Events and Consulting, Milwaukee, WI
Sales Assistant Intern
January 2010 – Present

- Contact businesses by telephone to solicit sales for PEC's various lines of service, to request sponsorship and/or donations for charitable causes
- Procure sales leads and assure leads are directed to the Director of Sales
- Data entry to track the delivery of sales collateral, proposals, and other necessary services to customers as directed by the Sales Manager.
- Process sales data, sales progress reports and other sales related records and reports

Menards, Madison, WI

Millwork Department Sales Associate

June 2009 – Present

- Assist with design, development, and remodeling customer's homes
- Design windows, doors, counters, and cabinets
- Opening and closing administrative duties, special order invoicing, and customer service

Mid-America Real Estate Group, Milwaukee, WI

Commercial Real Estate Brokerage Intern

August 2009 – January 2010

- Assisted Partners and Brokers with various information gathering projects, research projects, writing reports to summarize research findings, photographing properties, meeting potential clients, errands, map creation (w/specific software), marketing mailings
- Financial feasibility and analysis of sites/tenants
- Data entry and upkeep of various databases and listing services; document creation and manipulation; understanding of all data and paper filing systems.

Marquette University, Milwaukee, WI

Student Educational Services Tutor - Note Taker

January 2009 – September 2009

- Took notes for students who need special assistance

Beer Capitol Distribution, Milwaukee, WI

In association with MillerCoors

Special Events Associate

March 2007 – June 2009

- Merchandised festivals
- Coordinated festival, pickups, and deliveries
- Communicated with customers/owners
- Delivered Miller products during festivals
- Organized small teams for operational tasks during events
- Executed invoicing and paperwork

University of Wisconsin-Oshkosh Registration,

Oshkosh, WI

Administrative Assistant

August 2005 - May 2008

- Aided students with registration and questions

- Was responsible for opening and closing duties of the office
- Performed form filing and distribution

Activities and Honors:

- Dean's List, Marquette University, Spring 2009, Fall 2009
- Marquette University Center for Real Estate Outstanding Senior Award
- Alpha Sigma Nu – National Jesuit Honor Society
- Milwaukee Foundation-Wisconsin Mortgage Bankers Education Foundation Scholarship 2009 Recipient
- Marquette University 2010 NAIOP University Challenge Team Member
- Habitat for Humanity-Dane County, Volunteer, 2009
- First United Church Food Pantry, Volunteer, 2009
- Real Estate Club (Marquette University), 2008 – present
- Big Brothers Big Sisters Milwaukee, Mentor/Volunteer, 2008 – present
- North America Scholar Consortium (NASC) Honor Society, Member with Honor, 2009 – present
- Finance Club (University of Wisconsin-Oshkosh), Member, 2005 – 2008