

Robert Durham
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SUMMARY OF QUALIFICATIONS

Ability to lead, train and maintain an enthusiastic, productive staff.
Proven skills to seek out potential sales in new market areas. Strong analytical planning skills, combined with the ability to motivate the efforts of many to meet organizational goals.
Self-motivated, productive and organized efficient work habits.

PROFESSIONAL EXPERIENCE

Extensive experience in management, customer service, relations, sales, negotiating and marketing.

EMPLOYMENT HISTORY

Account Manager 2008-2009

Dun & Bradstreet

- Consult Corporate Leaders on their credit issues and recommend risk management solutions for best practices while forming long term relationships.
- Value Based Selling and annual contract renewals.
- Manage portfolio of over 450 companies and conduct online Power Point presentations for new business opportunities and customer service.

Independent Real Estate Agent

Realty World/ Caton & Associates / Charles M. Haysco Realty 2004-Present

Currently at Coldwell Banker Honig-Bell

- Developed a complete marketing system to effectively acquire new business and increase water sales closings.
- Seek out properties for sale, write, present and negotiate contracts deals.

General Manager

Western Cable Communications 1997-2004

- Trained and managed over 100 employees. Involved with the township / village board meetings and conducted bi-monthly opportunity meetings with staff. Responsibilities included managing the operations of each department listed below:
 - Customer Service
 - Marketing
 - Installation / System Construction / Contractor Management
 - Technical / Field Management
 - Purchasing / Inventory
 - Billing / Collections

MDU Construction Manager / Project Coordinator

Preferred Enterprises 1994-1997

- Developed and established new departmental procedures.
- Managed both in-house and contract labor force.
- Responsible for technical training of service technicians, design implementation and project orders. Coordinated all work to be performed with project developers, general contractors and Property Managers for installation of new services.
- Estimate preliminary and actual labor and material cost-ups for each new MDU Cable TV installation project.

COMPUTER SKILLS

- Power Point
- Project Manager
- Word
- Excel
- Front Page 2003 Web Design Program