

JOSH ADAMS

Outside Sales Representative

📍 Raleigh NC

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Skills

Sales



Meet with potential clients to discuss overall scope of project, negotiate pricing and up-sell products and trim packages.

Operations Manager



Lead and Oversee multiple employees, subcontractors and vendors at varying locations.

Building Science



Expert knowledge of current building processes, material selection, energy efficiency and structural requirements.

Custom Remodeling



Design and build high end additions as well as custom remodeling especially on older homes requiring special procedures for demolishing lead based paint, asbestos, etc.

Human Resources



Recruiting, training and retaining new employees, subs and vendors. Monitor performance and suggest efficiency alterations to work habits as needed. Plan, enact and manage scheduling to comply with time constraints.

Marketing and Advertising



Background in search engine optimization, content marketing and social media branding.

Safety and Security



Insure client and employee safety, conduct safety meetings and conform to OSHA guidelines and procedures. Secure location to protect against theft and vandalism.

Business Software



Fluent in multiple platform (Mac OSX, Windows and Web) operating systems with a strong background in MS Office

Resume Objective

The opportunity to generate sales and leads as an outside sales representative alongside of an industry leader in the home improvement industry.

Work experience

Jan 2004 - Present

President and Operations Manager Classic Custom Builders INC.

Operations Manager: Manage every facet of the building process on high end residential construction projects.

- Meet with potential clients, prepare and formally bid on projects
- Prepare and submit building designs, revisions, and budget reports to clients
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with engineers, clients, suppliers and subcontractors
- Schedule the project in logical steps and budget time required to meet deadlines.
- Direct, coordinate and oversee construction activities concerned with production, budgeting, scheduling and safety regulations.
- Confer with owners, subcontractors, engineers, inspectors to discuss and resolve matters, such as procedures, complaints, and construction issues.
- Prepare and submit budget estimates, progress reports and cost tracking reports
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Illustrate creative resolutions for unforeseen site conditions and obstacles

Mar 2001 - Dec 2003

Field Manager and Lead Diver Callaway Marine Technologies

Superintendent and Field Manager: Coordinate daily activities with owners and engineers to site crew. Maintain project efficiency through multiple vehicles such as safety regulations, team meetings, resolve unusual site circumstances and produce daily job and staff reporting to upper management.

Lead commercial diver: Perform underwater construction tasks related to environmental sustainability such as seagrass restorations, shoreline restorations, artificial reef and breakwater / jetty construction

Aug 1999 - Feb 2001

Store Manager City Mobile Audio and Video

Store Manager: Provide extraordinary customer service and sales of high end car audio, navigation and video through direct customer relations. Maintain budgets and direct employees to necessitate the highest level of customer satisfaction. Complete daily reporting of sales, installations and overall company performance.

Education

Jan 2010 - Jan 2013

Associate of Science (AS) Wake Technical Community College

Coursework included higher level mathematics and physics as part of a Pre-Engineering degree. Elective classes encompassed drafting and design, network security, computer science and Microsoft Power User.

GPA: 3.8

Jan 1999 - Jan 2003

Associate of Arts (AA) Daytona State College

Professional, Quickbooks, and Estimating Software.

Drafting and Design Software



Exemplary experience in Chief Architect delivering 3D building designs and renderings. Drafting and 2D modeling experience in AutoCad 2012.

Networking and Internet Security



Background in network security and best practices.

Coursework focused on Business Administration. Elective and additional coursework included accounting, economics, graphic design and construction management.

GPA: 3.5

Portfolio
