

LEO A. PAQUIN

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Port Orange, FL 32127-4983

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SUMMARY: An experienced, licensed and trained professional in all areas of sales and marketing.

EXPERIENCE:

8/04 – 8/07

MAJOR REALTY CORP.

New Smyrna Beach, Florida

LICENSED REAL ESTATE BROKER / MANAGER / REALTOR®

- ◆ In charge of day to day operations of the entire office as the Designated Realtor (DR) and Office Manager. To include overseeing the hiring, training, motivating, and guidance to all of the sales agents.
- ◆ Training and motivational teaching of various sales techniques, customer farming and listing presentation styles to all agents in our office.
- ◆ Maintaining a budget consisting of advertising, office supplies and overhead costs.
- ◆ Coordination of sub contractors for our new home construction including obtaining bids and documentation of government compliance.
- ◆ Visit construction sites periodically to monitor sub contractors work and to document progress for construction loan draws by taking pictures and processing them for the presentation to the financing bank.
- ◆ Keeping track of all expenditures involved in the construction of the homes and maintaining a data base in Microsoft excel to include all permitting, engineering, labor and material costs.
- ◆ Monitoring and upkeep of all of the office websites and online advertising. Overseeing all of the published advertising for compliance to all standards.
- ◆ Setup and maintained all of the office computers, network and Information Tech (IT) info and upgrades.
- ◆ Maintain all listings in 4 Multiple Listing Systems (MLS) boards for content and conformance of all pertinent information.
- ◆ Take care of membership in several local organizations for networking and business affiliations.
- ◆ Do field work on all of Major Realty Corp.'s holdings to make sure they were up to standards while they were listed and until they were sold.

3/04 – 8/04

RE/MAX REALTY, INC.

Daytona Beach, Florida

NEW HOME SPECIALIST / REALTOR®

- ◆ Acquire new inventory (New Home/Lot packages) for sale to our customers all over the USA and other countries.
- ◆ Research areas of Florida; i.e. good rental market and infrastructure for the obtainment of builders and their inventory to sell to our customers.
- ◆ Obtain information on Property Management Companies in the desired areas and get information both verbally and in writing about the rental market and their companies. Also locate Respectable Insurance Companies and Certified Home Inspectors for these areas.
- ◆ Travel to the respective areas and secure some of the units to sell to our customers. Set appointments to negotiate the terms and conditions that will be administered to sell the builders inventory.
- ◆ Follow-up with the assigned person representing the builder to acquire all of the necessary contracts, color schemes, pictures and any other necessary information needed to use in the presentation and sale of their properties to our customers.
- ◆ Prepare reports, pictures of inventory, demographic information on areas of interest and dispersing the reports/information to the proper associates and to customers. Keep proper records of all travel, contact, and pertinent information needed to fulfill these reports.
- ◆ Final walk-through appointments, take pictures of the progress of building and other small items for some of our customers.

4/03 – 2/04

SOUTHERN REALTY

Ormond Beach, Florida

REAL ESTATE SALES MANAGER & CUSTOM HOME REPRESENTATIVE / REALTOR®

- ◆ Promotion, marketing and sales of existing properties and new building construction for residential homes.
- ◆ Maintain a database of past, current and new customers as office sales manager.
- ◆ Monitoring and responding to inquiries of both new and existing Homes and Real Estate.
- ◆ Continuously monitor all active sales leads in various stages of making sales.
- ◆ Maintain tracking reports and data statistics in Microsoft Excel on all sales activity and report regularly.
- ◆ Regularly monitor the housing inventory and update customers of available properties.
- ◆ Assist the Broker with any computer software or hardware needs and maintain company website.

10/01 – 12/02

DAYTONA DODGE

Daytona Beach, Florida

INTERNET SALES MANAGER

- ◆ Promotion and marketing of automobile sales over the Internet via a sales website.
- ◆ Monitoring and responding to auto sale inquiries via E-Mail and setting sales appointments with customers.
- ◆ Continuously monitor all active sales leads in various stages of making automobile sales.
- ◆ Maintain all activities including updates of all website content and administrative duties.
- ◆ Maintain tracking reports and data statistics in Microsoft Excel on all website sales activity and report regularly.
- ◆ Maintain online used car inventory including taking pictures editing them and posting data.
- ◆ Regularly monitor used car inventory of aging units and set pricing accordingly.
- ◆ Assist the Business Development Manager with any computer software or hardware problems.

7/98 – 9/01

LIONART HOME IMPROVEMENT

Port Orange, Florida

SELF EMPLOYED

- ◆ General home repair and improvement of all types, no job was to small.
- ◆ Complete renovation and remodeling of kitchens and baths including coordination with sub contractors.
- ◆ Painting interior and exterior of homes to include preparation, pressure washing, caulking, and repair of various types of siding.
- ◆ Exterior residing of homes most from wood siding to hardy board then prepare and paint.
- ◆ Continuously monitor all active sales leads in various stages of obtaining contracts.
- ◆ Visiting potential customers to get information for a bid on their work to include inspection, measurement, and material pricing.
- ◆ Preparation of bid on computerized system for a professionally presented bid/quote.
- ◆ Promotion and marketing of Lionart Home Improvement with local advertisers to obtain business.

2/96 – Present **LIONART PRODUCTIONS** Port Orange, Florida, Taunton, Massachusetts
SELF EMPLOYED www.lionart.com

- ◆ Promotion and marketing of web pages and services over the Internet including Search Engine Linkage.
- ◆ HTML, PHP, CGI Perl, and Java programming and an AutoCAD specialist.
- ◆ Designing of Web pages, graphics, banners, logos, Desktop Publishing (all formats).
- ◆ Maintain and update World Wide Web pages on a regular basis or as needed.
- ◆ Design artwork, and marketing of products.
- ◆ Internet Presence Provider, Website hosting service and setup.
- ◆ Documentation and implementation of ISO 9001 Standards.
- ◆ Full documentation and design of Medical Instrumentation Devices.
- ◆ Database, incoming inspection and inventory control setup and services.
- ◆ Documentation consulting and drafting including ANSI Y14.5 and GDT standards.

5/90 - 4/96 **CONVERSION DEVICES INCORPORATED** Brockton, Massachusetts
MANAGER / ENGINEERING SERVICES

- ◆ Implemented complete mechanical/electrical design & documentation of new products.
- ◆ Completed E/M design of all test and burn-in equipment for production use.
- ◆ Set up and maintained a complete documentation & filing system for all products and specials.
- ◆ Assisted in implementation of ISO 9001 Standards (Certified for in-house inspections).
- ◆ Updated and maintained production drawing files and list of materials.
- ◆ Designed graphic artwork for marketing and sales brochures, technical manuals, and label marking.
- ◆ Incorporated engineering changes on existing products.
- ◆ Maintained incoming inspection of screens used in production solder paste screening system.
- ◆ Assisted Production Manager in research and choice of production equipment to be used for increased productivity.

5/88 - 4/90 **PRUDENTIAL INSURANCE AGENCY** Taunton, Massachusetts
INSURANCE SALESMAN

- ◆ Fully licensed to sell all forms of life insurance, property and casualty, and auto insurance.
- ◆ National Association of Security Dealers certified (NASD).
- ◆ Market and obtain customers, secure sales, maintain client database and collect premium payments.

1977 - 1988 **GE DATEL** Mansfield, Massachusetts
 1986 - 1988 **SENIOR DESIGNER / CAD OPERATOR / MANAGER**
 1977 - 1986 **ELECTRICAL-MECHANICAL DESIGNER / CAD OPERATOR / DRAFTSMAN**

- ◆ Managed and trained personnel in operation and structure of Computer Aided Design system.
- ◆ Prepared hybrid A/D & D/A, IC and surface mount design layouts and associated fabrication drawings.
- ◆ Developed Calma CAD hybrid design standards for use at Datel.
- ◆ Implemented full documentation for design layouts of 2-sided and multilayer printed circuit boards.
- ◆ Designed and prepared mechanical layouts and drawings.
- ◆ Created labeling artworks used for silk-screening and rubber-stamping of products.

EDUCATION:

◆ 2005 POST REAL ESTATE LICENSE	Broker Post-Investment Course	Holly Hill, Florida
◆ 2005 POST REAL ESTATE LICENSE	Broker Post-Management Course	Holly Hill, Florida
◆ 2004 REAL ESTATE SCHOOL	Broker Pre-License Course	Holly Hill, Florida
◆ 2003 POST REAL ESTATE LICENSE	Salesperson	Daytona Beach, Florida
◆ 2003 REAL ESTATE LICENSE	Salesperson	Orlando, Florida
◆ 2001 REAL ESTATE SCHOOL	Sales person Pre-License Course	Daytona Beach, Florida
◆ 1996 SKILLPATH SEMINARS	Using the Internet	Boston, Massachusetts
◆ 1995 CDI INCORPORATED	ISO-9001 Internal Auditing Training	Brockton, Massachusetts
◆ 1990 ELECTRO 90 SEMINAR	Surface Mount Fine Pitch Technology	Boston, Massachusetts
◆ 1987 NEWBURY COLLEGE	Computer Science	Taunton, Massachusetts
◆ 1986 SURFACE MOUNT SEMINAR	Conducted by Texas Instruments	Mansfield, Massachusetts
◆ 1982 CALMA UNIVERSITY	Certificate in CAD Operation	Sunnyvale, California
◆ 1977 MASSASOIT COMMUNITY COLLEGE	Certificate in Drafting/ Engineering	Brockton, Massachusetts

SOFTWARE KNOWLEDGE:

Microsoft Desktop Software, AutoCAD, Micrografx Designer, Adobe Photo Shop, Adobe PageMaker, Adobe Acrobat, Simply 3D, Corel Draw, Corel WordPerfect, Paint Shop Pro, Print Shop Deluxe, Hotdog Pro Web Design, Protel PC Design & Schematic, 3D Studio MAX, Windows 2000/XP, WordPerfect, J++, Many Multiple Listing Services (MLS) Web access sites and many more.

AFFILIATIONS: *Licensed Real Estate Broker in the State of Florida, Member in good standings of National Association of REALTORS, Florida Association of REALTORS, Daytona Beach Area Association of REALTORS, New Smyrna Beach Association of REALTORS, Mid Florida Regional Association of REALTORS, Flagler County Association of REALTORS, Member of International Webmasters Association, Member of the HTML Writers Guild. Webmaster for Affordable Homes Realty, LLC website www.affordablehomesrealtyllc.com and the New Smyrna Beach Main Street Website: www.canalstreetsb.com.*