

DEVIN J. BALDWIN

7255 S. Xenia Circle Apt C; Centennial, CO 80112 • 303.200.0021 • D_J_Baldwin@live.com

March 10, 2010

Dear Human Resource Manager:

Innovative, Customer Focused, Result Driven.

These are just a few of the qualities that I offer your company as your new Leasing Consultant. Over the past 10 years, I have provided exceptional customer services to diverse populations across a broad spectrum of industry sectors. Most recently, my employment as a Leasing Consultant for Alta Staffing has prepared me for the challenges of working in the property management industry.

During my latest assignment at the Autumn Chase Apartments in Highlands Ranch, Colorado, I made follow-up calls to prospects, entered work order and guest card information into Yardi and conducted community tours for potential residents.

Currently, I am seeking to relocate to Albuquerque and will be in the city the week of March 27th through April 2nd. I welcome the opportunity to meet in person and further discuss the needs of your company and how my qualifications could meet those needs. Please contact me at 303-200-0021 or d_j_baldwin@live.com to schedule an interview. I look forward to speaking with you soon and have a terrific day!

Warm Regards,

Devin J. Baldwin

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SUMMARY OF QUALIFICATIONS

- Dynamic communicator with ability to engage and build rapport with potential residents
 - Strong phone and computer skills; experience using Yardi, social networking applications and multi line phone system.
 - Knowledgeable about Fair Housing Act and its application in the property management industry.
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SALES EXPERIENCE

ALTA STAFFING

Denver, CO

05/2009 - 10/2009

Leasing Consultant

- Answered phones, followed-up with potential prospects and responded promptly to resident concerns; entered guest card information and work order request into Yardi.
- Prepared model apartments for show, gave community tours to prospective residents, and assisted with community marketing strategies to increase visibility and bolster leasing activity.

DCM INC.

Pittsburgh, PA

06/2006 - 08/2006

Tele-fundraiser

- Called 50 - 100 patrons and donors on a daily basis to solicit financial support for local arts organizations, including the Pittsburgh Public Theatre and Civic Lights Opera.
- Worked within close-knit team environment to meet/exceed daily and weekly fundraising goals

NON-PROFIT EXPERIENCE

CENTER FOR WORK EDUCATION AND EMPLOYMENT

Denver, CO

10/2009 - Present

Case Manager/Job Transition Specialist-Adams County TANF contract

- Perform initial intake interview with clients to identify career goals, employment barriers and assess immediate needs.
- Serve as liaison between clients, service providers and county personnel to ensure delivery of appropriate and timely services; establish Individual Responsibility Contracts and develop Job Transition Plans with clients.

CENTER FOR VICTIMS OF VIOLENCE AND CRIME

Pittsburgh, PA

09/2007- 08/2008

Counselor/Advocate

- Provided case management, court accompaniment and supportive counseling to a caseload of 24- 30 crime victims per week; attended forensic interviews and conducted home visits for sex assault victims and high trauma clients.
- Performed assessments under the Balanced and Restorative Justice (BARJ) philosophy with 6-10 adjudicated youth on a monthly basis, gauging their readiness to be reintegrated into the community after court supervision.

THREE RIVERS YOUTH

Pittsburgh, PA

08/2006 - 08/2007

Outreach Worker-Loft Basic Center (Shelter)/TLP

- Spearheaded recruitment and outreach campaign that enabled the Loft Basic Center/TLP to provide emergency shelter, counseling, family therapy and life skills training to 780 homeless, runaway, and at-risk youth in the Pittsburgh metro area.

- Stimulated support from the local business community by going door-to-door and securing in-kind donations for the 2007 Three Rivers Youth Nellie Leadership Award silent auction.

EPILEPSY FOUNDATION WESTERN/CENTRAL PA Pittsburgh, PA 01/2005- 08/2006

Education Coordinator

- Conducted over 200 epilepsy first-aid and response trainings for nurses, educators, students and other diverse audiences throughout the 7 county region of southwestern Pennsylvania.
- Planned and successfully executed a series of community education events including 3 parent advocacy trainings and the 10th annual epilepsy education conference, which attracted a total of 140 attendees.

OTHER EMPLOYMENT

REGIONAL TRANSPORTATION DISTRICT Denver, CO 09/2008 – 01/2009

Bus Operator-Class B CDL

- Conducted daily pre-trip inspection on all mass-transit vehicles prior to operation to ensure they were free of any potential mechanical safety defects.
- Answered transit-related questions in a courteous and professional manner; maintained assigned route schedule to ensure smooth and timely transit service.

VOLUNTEERISM & COMMUNITY SERVICE

AMERICORPS-KEYS SERVICE CORPS Pittsburgh, PA 09/2003 – 08/2004

AmeriCorps Member

- Collaborated with school personnel, parents and community members to develop service-learning opportunities for students.
- Assisted classroom teachers with academic instruction and provided one-on-one support to 80 at-risk students.

RIVERSIDE CENTER FOR INNOVATION Pittsburgh, PA 05/2003 – 08/2003

Business Intern –SBA Business Information Center

- Assisted entrepreneurs in accessing the numerous resources available through the SBA Business Information Center.
- Gathered research data for various grant proposal and projects; collaborated with the local chamber of commerce to organize the first annual “North Side Celebration in the Park” community day.

Epilepsy Foundation Western/Central Pennsylvania Pittsburgh, PA 06/2002 – 01/2005

H.O.P.E. Mentor/Education Ambassador

- Delivered seizure recognition and first aid response presentations to schools, churches and other community groups through southwestern Pennsylvania.

EDUCATION & PROFESSIONAL DEVELOPMENT:

A.S. in Business Management, Community College of Allegheny County, Pittsburgh, PA 1999 -2002
Conflict Resolution Training, K.E.Y.S. Service Corps- AmeriCorps, Pittsburgh, PA November 2003
Mid-Atlantic Network of Youth & Family Services Conference, Cumberland, MD April 2006
Orientation for New Victim Service Providers, State College, PA April 2008
Pearson VUE Licensed Accident, Health and Life Producer, Denver, CO September 2009

Christi Shull
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Albuquerque, NM 87121
Cell (505) 304-5049
Lv Msg (505)490-2601

Professional Experience

Administrative Skills

- Supported a staff of 12+ employees with general administrative duties.
- Ordered supplies.
- Answered multi-line phones, used walkie-talkies and a P.A. system.
- Organized and maintained file systems.
- Supervised staff of five and prepared their work schedules.
- Coordinated staff meetings.
- Provided administrative support to four Veterinarians.
- Maintained a production board on a daily basis.
- Solely supported an administrative manager with all the duties of running a small business.

Bookkeeping Skills

- Prepared daily bank deposits.
- Updated new inventory data.
- Prepared weekly payroll and monthly accounts receivable.

Computer Skills

- Organized and created many spreadsheets in Excel.
- Maintained business address book in Microsoft Outlook.
- Extensive use of Microsoft Word.
- Prepared flyers in Adobe Photoshop.
- Maintained and organized client files on Chameleon and Evamark databases.
- Eleven years of experience using the Internet.

Human Resources Skills

- Taken out loans for employees against their 401k.
- Submitted new enrollment and change of enrollment forms for employee health insurance.
- Completed all new hire forms including pre-hire screening requests.
- Filed employee claims for workman's compensation.

Work Experience

-2009-Present	Petco Albuquerque, NM	Cat & Dog Department Manager
-2008-2009	Stay-at-home mom Albuquerque, NM	
-2006-2008	CR Minerals Co., LLC Espanola, NM	Administrative & Accounting Assist
-2005-2006	Espanola Animal Shelter Espanola, NM	Kennel Technician
-2004-2005	Sangre De Cristo Animal Hospital Santa Fe, NM	Receptionist
-2004-2005	Petco Santa Fe, NM	Grooming Manager
-2003-2004	10,000 wags Taos, NM	Dog Groomer
-2001-2003	Petsmart Santa Fe, NM	Dog Groomer & Payroll Assist
-1999-2000	Target Santa Fe, NM	Operator/Guest Service
-1997-1998	Singing Scissors Santa Fe, NM	Dog Bather
-1997-2000	Heart & Soul Animal Sanctuary Pojoaque, NM	Animal Caretaker