

CONRAD GEORGE HOWELL

398 Stonewood Dr., Stone Mountain, GA 30087

|(C) (404) 493-7586 | Email eghowell@bellsouth.net

PROFESSIONAL SUMMARY

- Energetic Sales Professional providing the expertise and critical thinking necessary to successfully optimize client relations.
- Technical Customer Service Specialist with the capacity to quickly learn and synthesize new networking technologies.
- Motivated to perform at peak levels and meet company goals.

SKILLS

- Time Management skills, Interpersonal skills, Creative thinking skills, Listening skills, Decision making skills, Quick learning skills, Risk taking skills, Problem Solver, Reliability, Patience and Right/Skill – Essentials of Customer Service.

WORK HISTORY

APRIL 2017 – JUNE 2017

Real Estate Associate Broker – Berkshire Hathaway HomeServices.

- Promoted sales of properties through advertisements, open houses, and participation in multiple listing services.

MAY 2016 – APRIL 2017

Real Estate Associate Broker – Home Buyers Marketing 2

- Conferred with escrow companies, lenders, home contractors, and pest control agencies to ensure that terms and conditions of purchase agreements are met before closing date.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.

JULY 2014–AUGUST 2016

Public Safety Sgt. Universal Protection Services

- Assisted residents and customers alike, whilst remaining alert to any activities that could threaten the safe and inviting residential/shopping center environment.
- Resolved customer and resident issues in clear, courteous and straightforward language.

AUGUST 2012-JULY 2014

Public Safety Officer | Georgia World Congress Center Authority 285 Andrew Young International Blvd | Atlanta, GA 30313.

- Public Safety team member with direct responsibilities for the day to day protection and security of the GWCCA's property, assets, personnel, clients and visitors whilst on campus.
- Described solutions to clients and visitors accurately and persuasively.

APRIL 2000-JULY 2012

Managing Broker /Appraiser | Gecon Realty, Inc. | Stone Mountain, GA

- Managed customers' expectations and experiences to a high degree of customer satisfaction.
- Appropriately documented all transactions and pertinent interactions.
- Retained existing clients and developed new business by extending high-quality and efficient customer service.
- Trained and supervised a sales team comprising 37 sales persons and 3 Associate Brokers.

EDUCATION

2015 – ITT Technical Institute, Duluth, GA

Associates of Science: Computer Network Systems. (CNS)



- 1) C After washing your hands, which item should be used to dry them?
a) Clean apron
b) Sanitized wiping cloth
c) Single use paper towel
d) Common used cloth
- 2) D While washing dishes by hand, which item should you wear?
a) Cutting glove
b) Oven Mitt
c) Rubber glove
d) Nothing
- 3) D When should you wash your hands?
a) Before you start work
b) After handling non-food items (garbage, money, cleaning chemicals)
c) After using the restroom
d) All of the above
- 4) B If you need to move a heavy load, you should PULL and not PUSH the object.
a) True
b) False
- 5) E Which of the following could you be at risk for getting burned from?
a) Steam from boiling pots
b) Hot liquids (coffee, soup, tea)
c) Hot equipment (ovens, pots, chaffing dishes)
d) Harsh chemicals
e) All of the above
- 6) A All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
a) True
b) False
- 7) C What should you do if you spill liquids or see a liquid spill?
a) Leave it for someone else to clean-up
b) Wait until the end of your shift to clean it
c) Flag the spill and clean it immediately
d) Not sure
- 8) C When handling hot items you should?
a) Wear rubber gloves
b) No need to wear anything
c) Use an oven mitt or dry cloth towel
d) Nothing
- 9) A If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
a) Rinsing
b) Scraping
c) Washing
d) Sanitizing
- 10) A What is the proper method for cleaning and sanitizing stationary equipment?
a) Spray with a strong cleaning solution and wipe with a sanitized cloth
b) Spray with a sanitizing solution, then rinse with clean water and dry
c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution