

LEASING CONSULTANT

Summary

Microsoft Office (4 years), Sales (4 years), Quickbooks (4 years), Performance Management (2 years), Accounting (4 years), Market Research (4 years), Marketing Strategy (4 years), Marketing Communications (4 years), Financial Analysis (4 years), Public Relations (4 years)

Accomplishments

- To Whom It May Concern, My name is Vincent Hall, and I hate the "One-Size-Fits-All" approach to business.
- When marketing doesn't feel like marketing, and people organically connect to your message, you've birthed a movement.
- Gone are the days of the 1950's where individualism rooted in autonomy allowed one to be labeled as the "lone wolf" and heroically conquer the "Corporate Ladder".
- Similarly, business entities cannot survive the current globalized, hyper-competitive market through, what I call, "Corporate -Isolationism".
- A business, whether a start-up or an established titan of industry, must always find relevant ways connect and communicate with its audience.
- My interest in business started when my friend's step-father told me "The only road to success is the one you build through work and creativity".
- This statement has birthed a passion and drive to not only understand human behavior in what motivates one to buy, but also the mechanics behind product positioning.
- What about the product makes it appealing.
- How can a business increase delivery efficiency.
- How does a business drive up profit margins while driving down production costs? In conclusion, between my experience in accounting, marketing research, marketing strategy, product positioning, market communication, and public relations has led me to believe two key things.
- First, individual's desire to buy hinges on the appealing presentation.
- It has to be palatable to all five senses within 30 seconds or less.
- Second, the product must serve a customer's need longer than the next fad of products.
- In other words, the product must withstand a competitor's product in offering versatile utility and adaptability options to every customer.
- It is my hope that my communication skills along with my experience in marketing, sales, and accounting will assist in your company's profitability in product positioning.

Experience

05/2016 to Current

Leasing Consultant Company Name 1/4 City , State

- Greet, assist, and screen prospective clients by collecting demographic information via questionnaire.
- Actively listening to concerns of prospective clients in order to offer consultations in regards to product value, benefits, and functionality.
- Follow up with prospective clients within 24 hours with a follow-up call, 72 hours with an email summary of visit and request for return visit.
- Insure all copies of confidential documentation regarding application process such as banking, social security numbers, and government issued ID's are safely secured within applicant's individual file.
- Screen prospective clients according to established company policy and follow up with client within 24 hours to discuss results.
- Create and insure all outstanding contracts have captured time sensitive signatures and initials within 48 hours of approval.
- Market business via social media (facebook, instagram, twitter, flyers to vendors, community rotary mixers, UT/ACC).
- Record information legibly and with technical accuracy, proofread for spelling, number and typing errors; alphabetize, file, and maintain various financial records for AR/AP.
- Prepare, reconcile, interpret, and analyze all Preliminary Documentation, A/P, A/R, Liens, Billing, Payroll, Credit Card purchases for Contract Department.
- Ability to work unilaterally between various departments relating to purchasing, contracts, auditor controller, administration, and human resources.
- Follow complex verbal and written instructions while interoperating/translating information with people of various educational and socioeconomic backgrounds.

07/2015 to 04/2016

Counselor Company Name 1/4 City , State

- Assist clients in finding medical, housing, nutritional, educational, and career development county and state assistance programs Assisted in demonstrating the benefits of nutritional dieting in regards to psychological and physical health for differing clientele demographics Assisted in developing, establishing, and implementing infrastructure necessary to expand citizenry access to organic food venues within impoverished communities through legislation and subsidized delivery services from local famers Assisted clients with medical enrollment and reenrollment procedures, interpreting medical codes, switch from Medicaid to Public Exchange Proficient in Microsoft Office Word, Excel, Power and Outlook programs Demonstrates knowledge of correct spelling, grammatical structure, and arithmetic Ability to correctly translate all documentation into Spanish.

05/2013 to 07/2015

Finance Consultant Company Name 1/4 City , State

- Established business relationships and presence in local Chamber of Commerce, Rotary, and Lion Club(s) Worked with Small Business Administration Office and commercial lenders to secure loans, credit lines, and investor capital for business owners Bank reconciliation,

- project cost projection presentations, bonding and insurance requirements for multimillion contracts for city, state and private projects.
- Oversight of accounts payable via AR/AP preparing expense, trial balances, and budget analysis reports using QuickBooks/Quicken in regards to payroll, vendor sales invoices, collections, company loans/liens, leases, and credit card accounts Interact and prepared with Accountant with RFP documentation (941's, W-2's, W-3, 940's, 1099) to ensure IRS monthly, quarterly, and year-end close out deadlines are met Created project budget proposals for marketing and sales department Monitored new client - established client retention ratios Created best practice memorandums for Marketing and Sales Departments Monitored SEO and SMP conversion ratios for all online marketing vehicles Conducted market surveys to capture clientele purchasing attitudes Created marketing plan based on surveys to construct platforms for price elasticity, brand recognition, and new market product exposure.

Education and Training

April 2017

Associate : Business - Marketing City , State Business - Marketing

December 2014

Associate : Business Administration College of the Se i¼ City , State Business Administration

Skills

Accountant, accounts payable, AP, A/P, AR, Bank reconciliation, banking, benefits, Billing, budget analysis, budget, Business Administration, contracts, controller, conversion, Credit, clientele, client, clients, delivery, Documentation, email, financial, government, human resources, insurance, listening, marketing plan, Market, Marketing and Sales, access, Excel, Exchange, Microsoft Office, Office, Outlook, Word, online marketing, Payroll, presentations, proposals, purchasing, QuickBooks, Quicken, RFP, sales, SMP, Spanish, surveys, switch, translating, typing, written, year-end

Additional Information

- Kind Regards, Vincent Hall Authorized to work in the US for any employer