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# Jared J. Hammond

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## Education

**North Central Michigan College:** AAS Business Management (2008)

**Michigan Technological University:** Business Management (2002-2005)

**Harbor Springs High School:** Diploma (2002)

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## Employment

### Coldwell Banker

Harbor Springs, MI

*Real Estate Agent/ Realtor® (2008-present)*

- Licensed real estate agent in the state of Michigan
- Member of the National/ Michigan/ Emmet Association of Realtors
- Working in Residential/ Commercial/ Retail/ and Hotel/ Motel properties
- Perform Broker Price Opinions & Comparative Market Analysis

### Birchwood Property Management

Harbor Springs, MI

*Property Manager (2005-present)*

- Manage 130+ rental, luxury, and vacation properties
- Provide condo association management services
- Provide rental management services
- Estimate job cost, collect/RFP's, provide bids, perform in-house maintenance services
- Supervise maintenance personnel, oversee contractors

### Northern Lakes Economic Alliance

Boyne City, MI

*Student Internship (2008)*

- Drafted a business plan for the development of the "Northern Michigan Broadband Cooperative"
- Provided research and business development assistance to the Cooperative

## **Relevant Skills/ Qualifications**

### **Strengths:**

- Analytical
- Leadership
- Team player
- Technologically literate
- Multi-tasking
- Goal driven

### **Computer Skills:**

PC Maintenance, Repair, and Networking

Microsoft Windows XP, VISTA

Microsoft Office 2003/2007 (Word, Power Point, Excel, Outlook, Publisher)

HTML/ web development (created: <http://re.harborportal.com>)

Windows Movie Maker

Adobe Photoshop/ other misc apps.

### **Areas of Study:**

AAS Business Management courses included: Strategic Planning in Small Business, Marketing and Management strategy, Business Law, Accounting, Business Communications, Economics, Human Resource Management, Entrepreneurial ship, and Principles of Selling. *(List not all inclusive)*

### **Other Areas of Study:**

Psychology: Intro to Psych, Abnormal, Developmental, and Child Psychology

### **Other:**

Real Estate Salesperson License (Michigan)

Member National/ Michigan/ Emmet Association of Realtors®

Member Vacation Rental Mangers Association

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## **Honors**

*Career and Technical Education Award (2000)*

*Business Services and Technology Award (1999)*

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