

1218 E Belmont Rd,
Decatur, IN 46733

(260)223-1405
workoutjerry@yahoo.com

Jerry Hurst

Professional Summary

I am a goal-oriented person with a pleasant personality, a tenacity that shows no restrictions, and willing to meet or exceed monthly quotas and maximizing brand awareness. I have a history of being an effective team member with a full understanding of other team members needs. I feel confident that I have effective communication skills, as well as relationship building and time management skills.

Skills

- Background in supervision and management
- Strong verbal communication
- Creative problem solving
- Strong team player
- Flexible schedule
- Strong organization skills
- Fast learner
- Strong initiative
- Observant

Experience

2000-2015 Heartland Auction & Realty Decatur Indiana
Real Estate Broker

- Negotiated, facilitated and managed real estate transactions.
- Communicated with clients to understand their property needs and preferences.
- Advised clients on mortgage and housing conditions to increase chances of identifying successful properties while ensuring customer satisfaction.
- Guided clients from beginning to end of the home buying process in choosing the right property.
- Continually stayed up-to-date on mortgage rates and related real estate news.

2015-Current Century 21 Bradley Realty Fort Wayne, Indiana
Real Estate Broker

- Delivered positive and effective sales presentations.
- Developed and maintained relationships with clients through networking, postcards, and cold-calling.
- Guided clients from beginning to end of the home buying process in choosing the right property.
- Communicated between buyers and sellers about property transactions.
- Acted as intermediary between property owners and prospective buyers to facilitate a successful purchase and transfer of ownership.

1984-Current Silberline Manufacturing of Indiana Decatur, Indiana
Lab Technician, Quality Control

- Quality test final products before they are sent to the customer(s).
- Ensure the purity of all specimens collected through the use of physics and chemistry.
- Recorded, reported, and posted test results using the required mathematics.
- Performed data analysis and provided recommendations to achieve customer satisfaction.
- Oversaw inventory ordering and stocking.

1988-2015

Decatur City Police

Decatur, Indiana

Captain/Sergeant Reserve Police Officer

- Developed new process for employee evaluation which resulted in marked performance improvements.
- Obtained documents, clearances, certificates, and approvals from local, state, and federal agencies.
- Copied, logged, and scanned supporting documentation.

Education

1986-1992 Indiana University-Purdue University Fort Wayne Ft. Wayne, Indiana

- Coursework in supervision, ethics, and math.
- International Standard Operation certified.
- Fork truck training.