

Ian Murillo

Bilingual Construction Manager - Sales Professional

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WORK EXPERIENCE

Sales Professional / Construction Project Manager

Clayton Homes Denver - Denver, CO - August 2013 to February 2014

Responsibilities

As a new home Sales Professional with Clayton Homes, I created a world class home buying experience by assisting prospective buyers with identifying a floor plan, selecting options, and coordinating the construction process.

Job Responsibilities:

- Clayton Ambassador– protect the Clayton Homes branding and assets by maintaining a high level of integrity throughout the sales process.
- Breadth of knowledge– develop expertise in the areas of mortgage concepts, product specifics, marketing strategy, sales presentation skills and local market climate.
- Customer Follow-up– maintain customer files and provide timely follow-up with prospective buyers via the company's proprietary electronic system (CRM).
- Merchandising– assist manager by helping select inventory, decorate models and maintain appearance of the homes.
- Personal Prospecting– develop, refine and execute a strategic sales and marketing plan to increase home center traffic.
- Product Demonstration– show prospective buyers display homes, demonstrate features and benefits to create added value.
- Set Appointments– set home center visits utilizing prospect database and converting ad calls and web leads
- Sales– facilitate the buying process by building trust, meeting needs and converting prospects to satisfied homeowners.
- Team Contributor– be a positive team member and assist in the development of other Clayton Homes Team Members.
- Training– participates in all sales meetings, training opportunities and other company sponsored functions.
- World Class Customer Service– provide a great home buying experience by exceeding the customer expectations and honoring commitments.

Project Management -

As a project manager my responsibilities were overseeing the project and hiring and approving work completed by subcontractors as well as negotiating contracts and developing a budget and a timeline for the completion of the project. If issues would arise with contractors or permitting, I was responsible for resolving those issues with either the subcontractors or government officials. I would also work as a liaison between the construction team, architects, designers and the owners and stakeholders of the project to facilitate communication, decision making and problem solving.

Accomplishments

- Top Sales in the Region
- Most Land & Home projects in the Denver office
- Clayton Homes Certified Sales Professional Training

Self Employed Contractor

Im Home LLC - Denver, CO - 2008 to 2014

Establish and maintain relationships with residential clients.

- Manage, coordinate, and schedule construction crews
- Oversee projects from start to completion
- Sales

Director of Maintenance Operations

Front Range Academy - Broomfield, CO - 2007 to 2008

Held key responsibility in day-to-day business operations of seven school campuses.

- Managed scheduling of all contractors and crews, as well as all supply orders
- Coordinated and conducted new school remodeling and relocations
- Ensured schools were in compliance with all codes as specified by each district

Mortgage Consultant

Rocket Mortgage - Denver, CO - 2005 to 2007

Assisted homebuyers and homeowners with loans and refinancing.

- Established and maintained company relationships with financial institutions

Maintenance Account Manager

All Phase Landscape /Maintenance - Aurora, CO - 2003 to 2007

Established and maintained company relationships.

- Managed 40 residential and commercial properties totaling \$500,000 in account revenues.
- Managed, coordinated, and scheduled all season maintenance & construction crews.
- Trusted to oversee projects from start to completion.
- Sales.

Supervisor

Blue Ribbon Builders - Broomfield, CO - 2000 to 2003

Supervised small and large remodels residential and commercial, including landscaping.

- Educated laborers in carpentry, concrete, dry wall, plumbing, electrical, tile, cabinetry, flooring, etc.

EDUCATION

Real Estate & Construction Management in Business, Real Estate, Construction Management, Communications, Psychology, Marketing, Mathematics, Currently Enrolled

Community College Of Denver - Denver, CO

2010 to 2013

High School Diploma

Brighton High School - Brighton, CO

1999

SKILLS

Bilingual: Spanish, English

ADDITIONAL INFORMATION

- Expertise working with a wide range of construction materials and equipment; familiarity with building processes, from project initiation through completion
- Knowledgeable in general carpentry, site preparation, concrete foundations, and framing practices; ability to complete multiple projects skillfully within strict timeframes
- Hands on leader, skilled in effectively communicating concepts clearly with others
- Positive, high energy, professional, team player with an entrepreneurial spirit
- Committed to learning new theories with the ability to rapidly assimilate knowledge into practice
- Meticulous with the ability to remain consistent under pressure

Hobbies:

Rock Climbing

Marathon

Snowboarding

Traveling

Photography

Theater

New & Exciting Activities