

RICHARD WATSON

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Palatine, IL 60067

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OBJECTIVE

Building Codes and Enforcement Specialist position

EDUCATION

Harper College, Palatine, IL

Building Codes and Enforcement Certificate

May 20xx

RELEVANT COURSEWORK

Construction for Building Codes

Building, Electrical, Plumbing Codes

Mechanical and Energy Conversation Codes

National Green Building Code Standards

International Fire Codes

SKILLS

Microsoft Word, Excel, PowerPoint and Database Skills

WORK EXPERIENCE

Administrative Assistant

KJY Corporation, Mount Prospect, IL

20xx to Present

- Control and maintain a global database for location control of products
- Create and develop written procedures to assist all employees of the company and maintain a working knowledge of compliance procedures and expectations
- Assist customers in maintaining requirements for updated and current exportation licenses by explaining steps for updating records and changes
- Review confidential government and company documents upon receipt and cross reference them in a timely manner for easy access

VOLUNTEER EXPERIENCE

Windy City Habitat for Humanity, Chicago, IL

20xx to Present

- Participate in "Brush for Humanity" doing exterior repairs for homes
- Build homes and perform supervisory functions at job sites