

Illinois State Position Application

Personal Information

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Professional Summary

Dedicated professional with over 15 years of experience in property management, maintenance coordination, and customer service in Illinois. Skilled in supervising repair and renovation projects, property inspections, and maintaining detailed records. Experienced in working with various tools and equipment for property maintenance and improvements. Excellent track record in following regulations and safety protocols while ensuring high-quality results. Passionate about conservation, historic preservation, and providing quality service to the public. Strong problem-solving abilities with a commitment to maintaining public facilities and natural areas.

Relevant Skills for Conservation/Historic Preservation Work

- **Property Maintenance & Repair:** Extensive experience coordinating and performing maintenance across multiple properties
- **Record Keeping:** Meticulous documentation of maintenance activities, repairs, and property conditions
- **Equipment Operation:** Familiar with various tools and equipment used in property maintenance
- **Safety Protocols:** Strong focus on safety procedures and regulatory compliance
- **Team Coordination:** Experience supervising maintenance staff and coordinating with contractors
- **Public Interaction:** Over 40 years of customer service experience in various settings
- **Problem-Solving:** Proven ability to identify issues and implement practical solutions
- **Environmental Awareness:** Knowledge of proper maintenance practices for both indoor and outdoor spaces

State Employment History

No previous direct State of Illinois employment

Other Professional Experience

Licensed Managing Broker and Team Leader at Vylla Home

Duration: November 2022 - Present

Location: Illinois & Wisconsin

Notable Achievements and Relevant Experience:

- Coordinate property maintenance and repairs for real estate properties throughout Illinois
- Manage detailed documentation and reporting of property conditions and maintenance needs
- Ensure compliance with all regulatory requirements for property maintenance and safety
- Supervise teams performing property maintenance and improvement work
- Perform property inspections to assess condition and maintenance requirements
- Maintain detailed records and documentation for all properties and transactions
- Work extensively throughout McHenry County and surrounding areas
- Familiar with local building codes and maintenance requirements

Supervising Broker at GenStone Realty

Duration: October 2021 - December 2022

Location: Illinois & Wisconsin territories

Notable Achievements and Relevant Experience:

- Oversaw property maintenance and repair coordination for REO properties
- Managed rehabilitation projects requiring knowledge of building systems and structures
- Conducted detailed property inspections and created maintenance schedules
- Coordinated with contractors and maintenance personnel to ensure quality work
- Maintained compliance with local regulations and safety standards
- Supervised property preservation efforts during vacancy periods
- Documented property conditions through detailed reports and photography

Owner / Partner / Real Estate Agent at O.K. & Assoc., Realty Plus

Duration: October 2008 - October 2017

Location: McHenry County, IL Area

Notable Achievements and Relevant Experience:

- Managed property rehabilitation projects requiring carpentry, plumbing, and electrical work
- Coordinated maintenance crews for property upkeep and improvements
- Performed direct hands-on work in property improvement and maintenance
- Managed construction timelines and material procurement
- Rehabbed properties in accordance with Illinois building codes

- Maintained detailed logs of all work performed and materials used
- Ensured quality control on all maintenance and improvement projects
- Worked extensively with properties in natural settings and rural areas throughout McHenry County

Front Desk / Veterinary Assistant at Fox Lake Animal Hospital

Duration: January 2023 - February 2024

Location: 110 S US Hwy 12, Fox Lake, IL 60020

Notable Achievements and Relevant Experience:

- Assisted with maintenance of clinic facilities and equipment
- Ensured proper safety protocols and cleanliness standards were maintained
- Maintained detailed records and documentation of daily operations
- Worked collaboratively with team members in a fast-paced environment
- Demonstrated ability to follow precise instructions and protocols
- Maintained outdoor areas and walking paths for animals

Education and Certifications

Real Estate Coursework

Institution: McHenry Community College

Field of Study: Real Estate / Property Management

Completion Date: 2006

Additional Relevant Training

- Basic Carpentry and Home Maintenance (Self-study and practical application)
- Property Rehabilitation Techniques (Hands-on experience)
- Safety Procedures and OSHA Guidelines (Through real estate management)
- Record Keeping and Documentation (Professional development)

Professional Licenses and Certifications

- Licensed Managing Broker, Illinois (IDFPR) - October 2017 to Present
- Valid Illinois Driver's License - Current
- Notary Certificate - Previously held in Illinois

Additional State-Specific Information

- Illinois Residency Status: Illinois Resident (McHenry County)

- State Employee Status: Not currently a state employee
- Veterans Preference: None
- Geographic Preference: McHenry County and surrounding areas
- Availability: Flexible, including weekends and holidays as required

References

Professional references available upon request

Note: This application has been tailored to highlight relevant experience and skills for the Conservation/Historic Preservation Worker position with the Illinois Department of Natural Resources at Moraine Hills State Park.