

# JEFF GUNDERSON

ARDEN HILLS, MN 55112 (612) 490-0785 JGUNDERSON819@GMAIL.COM

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## PROFESSIONAL SUMMARY

Self-motivated Web Developer with high level of experience working on multiple projects. Passionate and hardworking with penchant for meeting deadlines. Interested in role with company promoting best practices and offering diverse customer projects.

## SKILLS

- Web development projects
- Design patterns and principles
- Website optimization
- Team oversight
- Safety and compliance
- Excellent time management skills.
- Team development
- Contract Negotiation
- Marketing and advertising
- Problem Resolution
- Process Improvement
- Business Operations

## WORK HISTORY

NOVEMBER 2015-CURRENT

**Truck Driver** | JAG Ventures | Arden Hills, United States

Delivered all kinds of freight all around the country.

Self-Employed Owner Operator

Currently leased on with K & B Transport

JULY 2002-MAY 2015

**Realtor** | RE/MAX Results | Minneapolis, MN

Helped many people buy and sell houses all over the twin cities area.

- Generated sales through effective networking and marketing strategies to grow new business and increase productivity.
- Built and established new business opportunities and managed existing clients.
- Reviewed property listings, interviewed potential clients, accompanied clients to properties and effectively communicated condition of sales.
- Assisted buyers with finding ideal homes by assessing needs, requirements and budgets.
- Arranged for title searches of properties being sold and gave buyers virtual and physical tours of properties.
- Followed-up escrow process, coordinated contingency removal of property inspection and maintained timely closing of escrow.

AUGUST 1997-MAY 2001

**Accountant** | PAUL S. Vollstad Accounting | Minnetonka, MN

- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by associates.
- Calculated payroll deductions by accurately using [\[Software\]](#) and processed payroll to meet preset requirements.
- Collected and reported monthly expense variances and explanations.

## EDUCATION

EXPECTED IN MAY 2020

Coding Bootcamp

University of Central Florida, Orlando, FL

MAY 1993

**BBA:** Finance, Risk Management

University of Wisconsin - Madison, Madison, WI