

Douglas “Taylor” Guy

(919) 280-7355
tguy5837@gmail.com

EMPLOYMENT HISTORY

Hawthorne Residential Partners, Burlington, NC — *Leasing Agent (Lease Up)*

MARCH 2020 - PRESENT

(General) Professionally greet prospects, present features & benefits of the community, secure application, fees, & deposits, prepare for move-ins, take record of insurance & utility information, secure move-in amount, receive maintenance requests, plan & supervise resident events, manage conflict & resident delinquencies.

(Lease Up) In the developmental & construction phase of the community, helped make creative decisions on community signage, advertisement, design, etc. Assist in the hiring process of vendors ie. landscaping, trash pick-up, coffee station, and other amenity providers. Prepare for move-in days, with up to 20 move ins per day.

Mission BBQ, Wilmington, NC — *Cook, GSR, Delivery/Catering*

MARCH 2018 - AUGUST 2019

Cook - Operate smokers, cook/prepare/portion food, maintain a high standard of food quality, maintain kitchen cleanliness.

General Service Rep. - Provide Customers with a great experience, take food orders, make special sales, maintain front of house cleanliness, prepare deliveries and/or catering events ahead of time.

Delivery/Catering - Plan, prepare, and deliver large orders of food, maintain positive customer relations, provide full service at catering events.

Ace Solar & Roofing, Wilmington, NC — *Construction Helper*

April 2018 - AUGUST 2019

Assist with a variety of different home improvement jobs in different locations surrounding the Wilmington area. ie. installing floors, cabinets, fences, interior & exterior doors, painting, etc.

Park Valley Pool, Hillsborough, NC — *Head Lifeguard*

MAY 2014 - AUGUST 2017

Open and close the pool, maintain facility cleanliness, monitor pool activity, maintain pool chemistry to stay within guidelines, ensure safety of members and guests, teach swimming lessons, operate & stock snackbar.

Antonia's Italian Restaurant, Hillsborough, NC — *Busser*

NOVEMBER 2015 - MARCH 2016

Assist waiters and bartenders, clean and prepare tables, cook and prepare

INVOLVEMENT

Boy Scouts of America
From 2004-2013

Durham Rescue Mission

Special Olympics

Construction and
Mechanical Experience ie.
handyman work, small
engine, welding

UPS Driver helper during
2017 Holidays for seasonal
work

SKILLS/EXPERIENCE

MS Office, Excel, Powerpoint

CRM & BRM Experience

Yardi Voyager

Social Media Management

Proven Sales Experience

Passion for helping others

bread for appetizers.

EDUCATION

Cape Fear Community College, Wilmington — *Nursing*

AUGUST 2019 - DECEMBER 2019

UNC at Wilmington, Wilmington, NC — *Nursing*

AUGUST 2016 - DECEMBER 2017

Orange High School, Hillsborough, NC

AUGUST 2012 - JUNE 2016