

ERIC VANKIRK

Missouri City, TX

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LinkedIn: <https://www.linkedin.com/in/er1cvk/> | GitHub: <https://github.com/BigEVK/> |

Portfolio: <https://github.com/BigEVK/MyPortfolio>

SUMMARY

- Full Stack Web Developer. Background in Real Estate Sales and Investing, and Restaurant Management.
- Acquired Private Pilot Certificate in 2005.
- Effectively combine creativity and problem solving.
- Attention to detail no matter the simplicity or complexity of the project.
- Life-long dedication to learning

TECHNICAL SKILLS

Languages: JavaScript ES6+, CSS3, HTML5, SQL, NoSQL

Applications: GitHub, MongoDB, MySQL

Frameworks: Bootstrap, Express.js, Node.js

Databases: Express, React, Node, Handlebars, Query, Bootstrap

PROJECTS

My Portfolio | <https://github.com/BigEVK/MyPortfolio> |

- *Collection of projects I have completed throughout bootcamp*
- *Designed and coded layout*
- *HTML and CSS*

Run Buddy | <https://bigevk.github.io/RunBuddy/> |

- *Designed website for artificial company advertising help with running habits and partners to help you on your journey*
- *Given a design requirement and coded in accordance*
- *HTML and CSS*

My Expense Tracker | <https://bigevk.github.io/MoneyTracker/> |

- *Project created to track personal expenses for budgeting*
- *Assisted in designing layout, features, and functionality*
- *HTML, CSS, JavaScript, APIs*

EXPERIENCE

Vice President Business Development

2019 – 2020

Legal Analysts, LLC

Houston, TX

Managed staff of 25+ employees as well as marketing to new clients via telephone, letters and e-mails, and in-person visits. Followed-up with accounts for quality control. Tracked daily incoming files, disseminated to correct department and personnel to separate, name, read, and sort documents. Utilized Trello, Airtable, and Monday.com to organize documents for pretrial depositions, arbitration/mediation, and trial.

Key Accomplishments:

- *Created marketing campaigns containing scripts, emails, and presentations for potential clients. Using my custom marketing techniques, I recruited several new attorney clients with dozens of new cases.*
- *Implemented workflow procedures to hone our process of receiving, reviewing, naming, and presenting documents.*
- *Incorporated several different presentation models to cater to the clients preferred method of document storage, sharing, and viewing.*

Realtor

2013 – 2019

Keller Williams Realty Downtown, LLC

Denver, CO

Daily marketing to new clients via telephone, letters, and personal visits. Facilitated the purchase and sale of residential and investment real estate, ensuring all necessary paperwork is signed by all parties and all deadlines are met. Meticulously track all business expenses throughout the year, reviewing our profit and loss on a weekly, monthly, and yearly basis. Used Excel with custom made tracking reports, including marketing responses, ensuring we are targeting the right areas and getting an acceptable return from marketing funds. Also created Excel spreadsheets for tracking our contacts and follow-ups from our marketing, keeping accurate records of who we talk to, when, and what the next action following the call was to be.

Key Accomplishments:

- *After implementing my marketing strategy, we increased our sales by 30% over the next two months and continued to increase each month.*
- *Consistently in the top 5% of lead generators in our office of over 300 realtors.*
- *Grew our team from two realtors to three seller's agents, five buyer's agents, two administrative assistance, and two transaction coordinators.*

Administrative Assistant/Realtor/Property Manager

2008 – 2011

Zivkovic & Associates Real Estate Services, LLC

Fort Myers, FL

Began working as an administrative assistant and transitioned into a property management role after acquiring my real estate license. Cared for day-to-day tenant issues from leaking faucets to replacing water heaters. Located new tenants for vacant units. Screened prospective tenants by checking background, credit, employment, and rental history. Prepared monthly profit and loss statements for property owners using rental property software. Located houses for investors/end users to purchase.

Key Accomplishments:

- *Was initially given five houses to manage and within the first two months added five more through marketing.*
- *Within six months I managed over thirty houses and grew that to over two hundred in the first year.*

EDUCATION

Boot Camp Certificate: Rice University, Houston, TX

A 24-week intensive program focused on gaining technical programming skills in HTML5, CSS3, Javascript, JQuery, Bootstrap, Firebase, Node.js, MySQL, MongoDB, Express, Handelbars.js, and ReactJS. Program Summary optional

Associates in Business: Colorado Technical University, Colorado Springs, CO

Working toward my Business degree. Attended from 2011 – 2013 through online classes

Bachelor of Science: Sam Houston State University, Huntsville, TX

Began college as a Computer Science major and then transitioned into Chemistry and Physics.
Continued my language studies with Spanish and German.