

# Carol R. Jones

P.O. Box 1234 • Monument, Colorado 80132 • (719) 555-1234 • caroljones@protypeltd.com



## PROFILE

- Experienced landscape artist with a strong background in:
  - ▶ Xeriscape
  - ▶ Desert gardens
  - ▶ Water conservation
  - ▶ Low-water-use plants
  - ▶ Efficient irrigation systems
  - ▶ Wildlife habitats
- Self-motivated professional with a strong work ethic and a passion for the environment.
- Effective team player with excellent communication and interpersonal skills.
- Proven ability to build trust and to sell new concepts to customers.
- Knowledge of Windows, MS Word, Excel, Publisher, Outlook, and Internet Explorer.

## EXPERIENCE

### LANDSCAPING

- Certified Desert Landscaper, Phoenix Desert Landscape School, Desert Botanical Gardens.
- Experienced in the identification of low-water-use plants, appropriate maintenance of plants and irrigation systems, proper fertilization and weed control, and identifying and controlling plant diseases.
- Designed and installed a water-efficient landscape for a Habitat for Humanity property located in Gaudalupe, Arizona. Used xeriscape principles to design the landscape and installed an efficient irrigation system. Planted low-water-use trees, shrubs, and desert wildflowers.
- Renovated an old landscape to a new design compatible with the limited water supply of the Sonoran Desert.
- Recycled and relocated existing plants that were appropriate to the design and image of the new landscape.
- Removed high-water-use plants and installed new plants that functioned to provide shade, screening, privacy, seasonal interest, color contrast, and a wildlife habitat.
- Retrofitted the existing bubbler irrigation system to a drip system and upgraded it with an automatic timer to reduce water use.

### SALES AND MANAGEMENT

- Successfully sold resale and new residential real estate. Licensed Real Estate Broker in Colorado.
- Consistently achieved annual Top Producer and won the Million-Dollar Producer awards.
- Built a client base through prospecting, referrals, cold calling, and direct mail campaigns.
- Demonstrated the features and benefits of properties and managed all of the details required to bring a transaction to successful close, including the negotiation of purchase offers and contracts.
- Responsible for long-range planning, profit and loss, budgeting, controlling costs, accounts payable, accounts receivable, operations, and customer service.

## EDUCATION

### CERTIFIED DESERT LANDSCAPER (1998 – 1999)

**Phoenix Desert Landscaper School, Desert Botanical Gardens**, Phoenix, Arizona  
Successfully completed three semesters to earn the CDL designation.

### UNDERGRADUATE STUDIES (1980 – 1985)

**Arizona State University**, Tempe, Arizona  
Completed three years toward a Bachelor of Fine Arts degree.

**JONES SCHOOL OF REAL ESTATE**, Colorado Springs, Colorado (2001)

**BUD CRAWLEY REAL ESTATE SCHOOL**, Phoenix, Arizona (1985)

## WORK HISTORY

**Real Estate Broker Associate**, Heritage Realty, Monument, Colorado (2001 – present)

**Desert Landscaper**, Phoenix, Arizona (1999 – 2001)

**Real Estate Agent/Broker**, West USA Realty, Phoenix, Arizona (1992 – 2001)

**Real Estate Agent/Broker**, ERA Realty, Scottsdale, Arizona (1987 – 1992)

**Real Estate Agent/Broker**, Coldwell-Banker Real Estate, Phoenix, Arizona (1985 – 1987)