

NATHAN E. LAMBERT

(512) 563-0555 • lambfoo2000@yahoo.com

New Home Sales Consultant • Project Manager

PROFILE

Over five (5) successful years of combined experience in New Home Sales and Construction Management, Client Relationship Management, Project Planning/Coordination and Client/Subcontractor Relations

- Readily inspire the confidence and trust of clients while maintaining a lasting relationship
- Consistently meet/exceed expectations through effective negotiations and follow-through
- Personable, outgoing, approachable and willing to do whatever it takes to keep client satisfied while staying within budget
- Ability to foresee project's completion, bringing together proper mix of manpower, cultivating superior resources, and getting the job done on time and on/under budget

EXPERIENCE

Newmark Homes, Austin, Texas

2006-2009

New Home Sales Associate (2008-2009), Area Manager Richard Park 512-848-4795

- Collaboratively worked with Senior Sales Consultant in marketing and selling new custom and spec homes ranging between \$250K - \$350K, closing an average of 2-4 homes per month
- Worked with a variety of clients from various socioeconomic and cultural backgrounds outselling competitors by keeping informed on pricing, promotions and industry standards
- Assessed customers' needs of specific desires and financial situations through diligently listening and asking questions to determine options
- Recognized stability, ability and credibility, gaining customer's trust and respect
- Acted as liaison between buyer and builder from initial stages of greeting a client to closing, meeting expectations, deciphering interiors and handling requirements for satisfaction
- Negotiated financial terms and conditions of contracts, securing timely and worry-free closings
- Improved sales quarter-over-quarter; accelerated lot take-down rate required by developer
- Worked with lenders in closing FHA, Conventional and VA loans
- Dramatically improved customer satisfaction through continued communications throughout process
- Met and exceeded profit margin requirements by negotiating highest price possible

Senior Superintendent (2007-2008), Area Manager Richard Park 512-848-4795

- Developed and oversaw spec and custom home subdivisions ranging between \$250K-\$350K, averaging 20 homes within the construction phase simultaneously at any given time period
- Oversaw all aspects of each project from division ground-breaking to homeowner warranty and completion, all within specified time periods
- Directed structuring and sectioning; managed road development, subcontractor relations, financial operations and administration
- Managed Superintendents up to 25 Subcontractors; delegated project time lines, ensured each milestone of the project was completed in specified time lines; followed up with subcontracts ensuring they were inline with Newmark's culture, business practices and growth goals
- Collaborated with subcontractors throughout construction phases, including site reviews and inspections, ensuring on time completion
- Diligently worked with purchasing by providing feedback of costs of goods, quantity, lead-times, etc., which reduced construction overhead and drove construction process improvement
- Worked with homeowners through pre-construction meetings, making minor changes from conception to turnkey
- Assessed homeowner concerns and determined necessary repairs; scheduled trade and followed up with homeowner to ensure work was completed to specifications and homeowner satisfaction, maintaining an above average CSI from homeowner surveys
- Acted as primary 'go-to' resource for all support-related issues for homeowners, sales and customer relations
- Facilitated monthly trade meetings to review OSHA objectives, safety requirements, construction schedule adherence, etc.
- [Awarded Builder of the Month several times with highest percentage of construction that was on time and within budget](#)

Superintendent (2006-2007) Area Manager Richard Park 512-848-4795

- Worked with homeowners, Area Manager, contractors and sales team to organize and direct activities regarding the building of new custom homes ranging between \$250K-\$300K

- Established project objectives, policies, procedures and performance standards within boundaries of company policy and housing codes
Initiated and maintained communication between homeowners and contractors to facilitate project activities
Monitored and controlled project through administrative direction to ensure project was completed on schedule

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New Home Sales Consultant • Project Manager

Hill Partners, Austin, Texas

2004-2006

Building Engineer, Area Manager Tiffany Cozean, cozean@hill-partners.com

- Led and directed facilities maintenance for over 4M square feet of office buildings within the Austin metropolitan area
- Oversaw build-outs while working with office tenants, providing stellar tenant relations at all time
- Resolved tenant work orders and service requests; maintained HVAC and fire/safety systems, ensuring equipment was in operable condition
- Ensured facilities were up to code in accordance with building service standards and OSHA compliance
- Inspected move-ins and move-outs, and disposal of furniture/equipment
- Strived and improved techniques along with bettering maintenance services
- Performed periodic inspections of building exteriors, offices, units, parking areas and property perimeters
- Kept track of services provided for each building, including who called, what needed to be done, date, when completed, time it took to paint and what costs, if any were incurred
- Checked facilities for safety; ensured policies, procedures and standards were followed pertaining to service and compliance of contract terms
- Worked with multiple vendors, requiring bids and negotiating contracts for final repair service
- Cleaned, lubricated and serviced a wide variety of pumps, valves and controls
- Performed periodic welding, carpentry and snow removal as needed

EDUCATION: Bachelor in Technical Management, Devry University, Austin, Texas 2006
Associates in Architectural Drafting and Design, ITT Technical Institute, Austin, Texas 2002
Texas Tech University, General Studies, Lubbock, Texas

CERTIFIED: OSHA Certified

COMPUTER: Windows, Word, Excel, PowerPoint, Outlook, Buzzsaw, Sharepoint, AutoCAD 2000