

**RICHARD WATSON**  
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## **OBJECTIVE**

**Building Codes and Enforcement Specialist** position

## **EDUCATION**

Harper College, Palatine, IL  
Building Codes and Enforcement Certificate Completion May 20xx

## **RELEVANT COURSEWORK**

Construction for Building Codes  
Building, Electrical, Plumbing Codes  
Mechanical and Energy Conversation Codes  
National Green Building Code Standards  
International Fire Codes

## **SKILLS**

Microsoft Word, Excel and PowerPoint and Database Skills

## **WORK EXPERIENCE**

### **Administrative Assistant**

KJY Corporation, Mount Prospect, IL 20xx to Present

- Control and maintain a global database for location control of products.
- Create and develop written procedures to assist all employees of the company and maintain a working knowledge of compliance procedures and expectations.
- Assist customers in maintaining requirements for updated and current exportation licenses by explaining steps for updating records and changes.
- Review confidential government and company documents upon receipt and cross reference them in a timely manner for easy access.

## **VOLUNTEER EXPERIENCE**

Windy City Habitat for Humanity, Chicago, IL 20xx to Present

- Participate in "Brush for Humanity" doing exterior repairs for homes.
- Build homes and perform supervisory functions at job sites.