

# John Noce

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## Professional Achievements

### Management & Administrative

- Managed setup of Campaign Headquarters & separate Fundraising Office.
- Managed daily operation of campaign headquarters and call center including staff of over 100 volunteers
- Managed needs of 63 precincts and staff of 250 precinct workers
- Researched data and performed analysis for numerous projects which provided significant contribution to project results
- Identified and turned out 1100+ registered voters with no prior voting record
- Assessed processes and implemented process improvements
- Streamlined payroll process increasing efficiency by 90%
- Performed inventory control, reconciliation and research

### Education / Training & Development

- Develop presentations and hold training / seminars on various topics, including creation of own written materials
- Invited to Governor's WNC mansion to give speech and hold Q&A session on NC Election Law
- Create and publish e-books, articles and videos on various topics
- Instituted instructional goals and methods in a team environment with a global perspective approach to learning

### Information Development and Distribution

- Design and host websites for a wide range of small businesses
- Consistently achieve top 10 search engine rankings on Google, Yahoo & MSN
- Develop email lists and ad campaigns to increase sales and customer retention
- Created Board of Elections Voter Information Guide distributed via Asheville Citizen-Times to over 40,000 subscribers
- Created PowerPoint presentation that won \$2.6 million contract
- Instituted blast e-mail, blast fax and bulk mailing processes
- Design and publish monthly newsletters, flyers, brochures & e-books

### Sales & Negotiations

- Negotiated & purchased real estate for an average of 55% of fair market value
- Received Saturn Award for Outstanding Customer Service
- Achieved monthly sales goals on a consistent basis
- Significantly increased exposure of DeVry University in WNC schools
- Proven Ability to overcome obstacles and objections
- Utilize online and traditional marketing techniques to attract new business

## Skills and Software

- Management & Analytical Skills
- Research & Problem Solving
- Conflict Resolution / Negotiation
- Website Design: HTML / JavaScript / PHP
- Search Engine Optimization
- Internet Marketing: YouTube Video / E-mail Campaigns & List Building Strategies
- Hardware/Software Installation
- Microsoft Office
- Crystal Reports
- Adobe Captivate
- Photo Shop
- Dreamweaver
- WordPress / Blogger
- Scribus

<b>Work History</b>	Consultant	John Noce Consulting	2003 - Present
	Sales Consultant	Saturn of Asheville	2002-2003
	Office Manager	Neill for Congress	2000-2000
	College Recruiter	DeVry University	1998-1999
	Deputy Dir. of Precinct Admin.	Buncombe County Board of Elections	1996-1998
	Social Studies Teacher	Dade County Public Schools	1995-1996

**Education** Bachelors of Science: Social Studies Education Grades 6-12  
Florida International University, Miami, FL May 1995

**Languages** Conversational Spanish & currently studying German

- Memberships**
- Carolina Real Estate Investor's Association (CREIA)** 2003 - Present
    - Internet Marketer for Club Events 2009 - Present
    - Club Webmaster 2007 - Present
    - Board of Directors, Secretary 2006 - 2007
    - Board of Directors, VP of Education 2005 - 2006
    - Club Librarian 2004 - 2005
  - Int'l Assoc. of Home Business Entrepreneurs (IAHBE)** 2006 - Present
  - Ridgefield Toastmasters Club** 2009 - Present
  - Asheville Runner's Club** 2009 - Present

**References** References are available on request.