

John Blake

CAREER TO DATE

The Druid Pub

1357 Cambridge Street, Cambridge MA 02139

August 2007-Present

The Druid Pub is an authentic Irish bar. I am employed here as a general manager, and my duties include the following:

- Ensuring customer service is maintained
- Staff management
- Handling of cash
- Inventory ordering
- Meeting monthly targets set out by pub owner
- Budget forecasting throughout the year

Property Management (part time)

621 Massachusetts Avenue, Boston MA 02118

September 2009-2014

This property is an 1890's brownstone, converted to a 5-unit apartment building in 1980. Duties include the following:

- Responding to tenants' complaints (heat, plumbing, paint, etc.)
- Liaison between tenants and owners
- Minor carpentry, plumbing, masonry and electrical repairs
- Scheduling and finding tradespeople for professional maintenance activities
- Anticipating work to maintain building according to requirements of Boston Inspectional Services
- Ensuring that trash is appropriately discarded
- Snow removal and other weather-related safety tasks

Hoarty Tree Experts (currently part time)

49 Dighton Street, Brighton MA 02135

July 2005-Present

HoartyTree Experts position involved maintaining owner's 6 rental properties (during full-time employment 2005-2007) as well as tree removal, landscaping services and snow removal. Since working part-time, I have assisted in property maintenance work only. My duties included the following:

- Property management tasks as described above
- Landscape design
- Construction and maintenance of lawns
- Tree removal
- Snow removal projects throughout Boston and Cambridge

Travel throughout Australia

February 2005-July 2005

Lahinch Golf Club

Lahinch, County Clare, Ireland

June 2001-February 2005

Lahinch Golf Club is listed in the World Top 50 Golf Courses. I was employed there as a green keeper. My duties included the following:

- Ensuring customer satisfaction with the course
- Daily maintenance of the greens, fairways, trees, etc., to the required standard, ensuring even wear and tear through effective green-keeping practices.
- Mowing
- Strimming
- Aerification
- Top dressing
- Fertilization
- Working knowledge of irrigation systems
- Club-house maintenance

EDUCATION

Further Education and Training Council

East Point Plaza, East Point Business Park, Dublin 3

June 2001-July 2004

Qualifications

- *Course Maintenance and Construction*
- *Sports Turf Studies*
- *Turf Grass Maintenance*

St. Flannan's College

Ennis, County Clare

September 1995-June 2001

Qualifications: Junior and Leaving Certificate

OTHER SKILLS AND INTERESTS

- Volunteer organizing and fund-raising for worthy causes
- Keeping fit. I run every day and practice yoga a few times per week.
- Real estate development
- Completion of an FAI certified soccer coaching course. In Ireland, I coached a number of underage soccer teams in my home town.

License

- Massachusetts driver's license

REFERENCES

References are available upon request.