***PAUL C. WHITEHEAD*** ***1115 Foxbow Cove, Leland, NC 28451 Phone# (910) 399-1067; Cell# (910) 619-1441; Email: pwhitehead001@ec.rr.com***

## PROFILE

Award winning sales professional with excellent leadership, management, and public relation skills. Accomplished in a variety of industries, with emphasis in home building. Extensive management and sales experience with demonstrated ability to exceed sales expectations, manage multiple assignments and a diverse personnel staff. Proficient use of Microsoft software as well as industry specific programs.

#### **PROFESSIONAL EXPERIENCE**

**Staff Manager/Sales Rep:** United Insurance Co. of America (11/1994-02/2004 & 09/2010-Present)

* Recruit, hire, train, and supervise sales representatives.
* Sell life, accident, fire, and hospitalization policies.
* Leading sales staff in district for 1998 & 1999.
* Four of six agents qualified for Presidents Club in 1998; two of six in 1999.
* Named to Presidents Club Cabinet in 1999 for sales achievements.
* Selected for Presidents Club Conference twice for Sales Manager achievements
* Past member of Life Underwriters Association.
* Named district’s top new agent for 1994-95.
* Received annual merit award each year for sales increases.
* Named top sales representative in fire insurance sales in 1995 & 1996.
* Qualified for Presidents Club Conference in 1996 & 1997 as Sales Representative.
* Increased territory 35 percent selling life, accident, and fire insurance policies.

Completed LUTC courses, parts one and two.

**Custom Home Builder Regional Manager:** Homeworks Custom Builders. (3/2004-10/2009)

* Recruit, hire, train, and supervise staff consisting of a Construction Manager,

Sales Representatives, Sub-Contractors, and Administrative Personnel.

* Responsible for securing favorable pricing for all material, labor and services.
* Review, approve and order all subcontractors pay requests.
* Coordinate and schedule construction process from initiation to completion.
* Coordinate and schedule construction/perm loan closing from loan origination to recording.
* Meet with clients to modify plans, choose fixtures, price out and contract for closing.

**Restaurant Management**: Atlantic Coast Foods (Burger King) Wilmington, NC (1990-94).

Boston Wyman, Inc (Burger King) Hyannis, MA (1985-90).

* Recruited, hired, and trained staff of assistant managers and crew of over 40.
* Generated annual sales of over $1 million.
* Sales increase each year as restaurant manager.
* Substantially reduced inventory losses below prescribed company minimums.
* Ordered product and managed inventory.
* Responsible for all accounting and report preparation.

### EDUCATION

**Licensure**: Mortgage Loan Officer, NC Life/ Health & Property/Liability Insurance Agent, Notary Public

**Graduate**, Dennis Yarmouth Regional High School, S. Yarmouth, Mass, 1980

***Additional information and references available upon request***