

# **BOMA SUBURBAN CHICAGO**

## **RESUME RELEASE FORM**

The Building Owners and Managers Association  
of Suburban Chicago  
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To place your resume on file with BOMA/Suburban Chicago, you must complete, sign and date this form.  
Please type or print clearly.

**GENERAL INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_

Area Code/Telephone \_\_\_\_\_ Best time to call \_\_\_\_\_

**POSITION**

Check the boxes which best describe the position you are seeking.

<input type="checkbox"/> Executive Manager	<input type="checkbox"/> Property Manager	<input type="checkbox"/> Leasing Manager
<input type="checkbox"/> Regional Property Manager	<input type="checkbox"/> Building Manager	<input type="checkbox"/> Leasing Agent
<input type="checkbox"/> Assistant Regional Property Manager	<input type="checkbox"/> Assistant Property/Building Manager	<input type="checkbox"/> Chief Engineer/Operations Manager
<input type="checkbox"/> Portfolio Manager/Senior Property Manager	<input type="checkbox"/> Asset Manager	<input type="checkbox"/> Assistant Engineer/Operations Manager
<input type="checkbox"/> Facility Manager		<input type="checkbox"/> Administrative Assistant
		<input type="checkbox"/> Other _____

**DESIGNATIONS**

What designations/licenses do you hold? Check all that apply.

<u>Designations</u>			<u>Licenses</u>
<input type="checkbox"/> RPA	<input type="checkbox"/> ARM	<input type="checkbox"/> GRI	<input type="checkbox"/> Illinois Real Estate Broker
<input type="checkbox"/> FMA	<input type="checkbox"/> CPA	<input type="checkbox"/> CCIM	<input type="checkbox"/> Illinois Real Estate Sales
<input type="checkbox"/> SMT	<input type="checkbox"/> CFM	<input type="checkbox"/> CSM	<input type="checkbox"/> Engineer
<input type="checkbox"/> SMA	<input type="checkbox"/> CPM	<input type="checkbox"/> CEM	<input type="checkbox"/> Other _____
<input type="checkbox"/> Other _____			

**EDUCATION**

Check the highest level completed. Mark only one box.

<input type="checkbox"/> High School	<input type="checkbox"/> Undergraduate Degree	<input type="checkbox"/> Graduate Degree
<input type="checkbox"/> Some College	<input type="checkbox"/> Some Graduate Studies	<input type="checkbox"/> Other _____

**LOCATION**

What are your job location preferences? Check all that apply.

<input type="checkbox"/> Northern Suburbs	<input type="checkbox"/> Western Suburbs
<input type="checkbox"/> Northwest Suburbs	<input type="checkbox"/> Southern Suburbs
<input type="checkbox"/> O'Hare Area	

Are you willing to relocate? \_\_\_\_\_

Other requirements: \_\_\_\_\_

EXPERIENCE - 1

Check the number of years experience you have had in each of the following areas:

- Commercial Property Management:     0-1     2-3     4-5     6-7     8-9     10+ years
- Industrial Property Management:     0-1     2-3     4-5     6-7     8-9     10+ years
- Retail Property Management:     0-1     2-3     4-5     6-7     8-9     10+ years
- Residential Property Management:     0-1     2-3     4-5     6-7     8-9     10+ years

EXPERIENCE - 2

Describe properties you have managed. Check all that apply.

**Building Types**

- Single-story Building
- Multistory Building
- High-rise Building

**Sites**

- Single site
- Multi site

**Gross Building Area**

- Less than 100,000 square feet
- 100,001-250,000 square feet
- 250,001-500,000 square feet
- 500,001-750,000 square feet
- 750,001-1 million square feet
- Over 1 million square feet

TECHNOLOGY

What is your knowledge of computers/software?

- |                                     |  |  |
|-------------------------------------|--|--|
| <input type="checkbox"/> Windows NT | <input type="checkbox"/> Microsoft Word        | <input type="checkbox"/> Skylines        |
| <input type="checkbox"/> Windows ME | <input type="checkbox"/> Microsoft Excel       | <input type="checkbox"/> Argus Financial |
| <input type="checkbox"/> Windows XP | <input type="checkbox"/> Microsoft Access      | <input type="checkbox"/> Timberline      |
| <input type="checkbox"/> Lotus      | <input type="checkbox"/> Microsoft Power Point | <input type="checkbox"/> Other _____     |

EXCEPTIONS

DO NOT send my resume to the following companies:

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CONDITIONS

**By completing and executing this Resume Release Form I hereby accept and agree to the following conditions and stipulations:**

- a) I fully understand that BOMA/Suburban Chicago and its employees, officers and directors are in no way acting on my behalf as job service consultants or as an employment agency or organization, and at no time has any employee, officer or director of BOMA/Suburban Chicago made any assurance, guarantee or warranty that any job interview, offer, or employment opportunity will or may be forthcoming as a result of my having placed my resume on file with BOMA/Suburban Chicago.
- b) I hereby warrant that the resume that I have requested to be placed on file with BOMA/Suburban Chicago is a true and correct reflection of my personal, educational, work experience or other relevant information which I desire to have considered by prospective employers and/or their agents.
- c) I hereby hold BOMA/Suburban Chicago, its employees and directors free, clear and indemnified from any and all liability which may arise from any source as a result of having provided this service to me, and shall defend said parties from such liability at my sole cost and expense.

Signature \_\_\_\_\_

Date \_\_\_\_\_