

# Edward J. Reynolds

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## Professional History

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### **REMAX – The Home Center , Ridgefield, Ct. 06877 (real estate since 2004)**

- **Licensed Realtor** – Real Estate Sales professional- Westchester/Putnam NY& Fairfield -Connecticut
- **Buyers Agent:** Defined buyer's purchasing and buying requirements; Reviewed features and benefits of appropriate listings with buyer; Provided in depth analysis/investigation of pertinent issues and concerns; Negotiated purchase price, terms and conditions of buyer's offer; Coordinated closing and maintained schedule
- **Sellers Agent:** Represented seller interests exclusively; Prepared market analysis; Developed/implemented marketing strategy; Conveyed current market conditions; Presented/negotiated all offers; Assured a smooth closing; Resolved inspection issues; Attended the closing
- **Multi-million dollar** sales 2004-2007; Top Producer 2007

### **Walnut Hill Community Church, Bethel, Ct. 06801 (1998-2003)**

- **Project Manager** - \$8.0 Million / 60,000 sq.ft. expansion  
Managed public Inland Wetlands and Planning & Zoning Application Process hearings  
Hired/directed Project Team  
Managed church's public information to the press,  
Hired owners' rep and construction manager  
Led decision making process through redesign & construction

### **Union Carbide Corporation Danbury, CT. 06801 (1975-2003)**

- **Project Management**  
Two SAP R3 implementations: Subject Matter Expert/Super User, Team Leader  
-Design through implementation-definition of business requirements; work process documentation  
-Acceptance testing; data discovery; system demonstration; training delivery; root cause analysis
- **Sales and Marketing**  
International Sales Manager -Managed \$90 Million of sales to South America  
-Established floor pricing and prepared monthly sales demand forecast  
International Business Manager -Managed \$82 million of sales outside North America  
-Achieved >95% plan by establishing sourcing strategy offsetting plant outage  
-Achieved >\$1 million cost savings through a multi-product exchange  
Sales Account Manager -Managed \$64 million of sales in Southwestern USA  
-Re-negotiated contract formula pricing & initiated wire transfer customer payments  
-Computerized sales invoicing & introduced quality tracking system  
-Increased cash flow by reducing terms 15 days and inventories \$3.5 million  
Sales Account Representative -Managed Aircraft Deicer Program at North East regional airports
- **Business Analysis**  
Business Analyst – financially modeled cash flow and profit and loss  
Financial Analyst – responsible for forecasts, annual budgets and monthly reporting  
Manager Financial Reporting – managed monthly financial reporting/analysis  
Supervisor Statistical Services – managed financial reporting group  
Accounting Analyst – managed transfer pricing between businesses  
Financial Associate – developed price/cost indices to evaluate operating margins

### **MBA in Finance, St. John's University; BA in Economics/History, Queens College**

**Descriptors:** Action/detailed oriented; systematic, analytical, objective; problem solving; strong interpersonal, communication and presentation skills; dedicated; self directed fast learner; adapts well to change; customer/quality focus; intuitive systems skills; ability to instruct; delivers results as an individual contributor and team player.