

**NAME**

**Address**

**Phone**

**Email**

**Education**

UNIVERSITY

*Liberal Arts*

**Professional Experience**

COMPANY, Location

*Manager December 2005-Present*

- Ensured safety as job #1; Created company safety program under the guidance of the Water Quality Association
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Develop and implements product marketing strategies including advertising campaigns and sales promotions.
- Manage the movement of goods into and out of production facilities.
- Monitor businesses and agencies to ensure that they efficiently and effectively provide needed services while staying within budgetary limits.
- Manage staff, preparing work schedules and assigning specific duties.
- Establish and implement departmental policies, goals, objectives, and procedures, conferring with organization officials, and staff members as necessary.
- Locate, select, and procure merchandise for resale, representing management in purchase negotiations.
- Plan and direct activities such as sales promotions, coordinating with other department heads as required.
- Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
- Manage service technicians, ensuring proper vehicle stocking of supplies and all tools
- Implemented tool tracking system decreasing tool shortage by 91%
- Decreased callbacks by more then 80%. Sales and service goals exceeded 5 straight years
- Developed company-training program to ensure staff certification in all facets of water treatment. Customers received best service possible

COMPANY, Location

*Administrative Services Manager December 1998-December 2005*

- Perform housekeeping duties, such as cooking, cleaning, washing clothes and dishes, and running errands.
- Transport clients to locations outside the home, such as to physicians' offices or on outings, using a motor vehicle.
- Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
- Dispose of, or oversee the disposal of, surplus or unclaimed property.

- Prepare and maintain records of client progress and services performed, reporting changes in client condition to manager or supervisor.
- Provide clients with communication assistance, typing their correspondence and obtaining information for them.
- Administer bedside and personal care, such as ambulation and personal hygiene assistance.
- Proven record of creativity and resourcefulness. Seem less transition during power outages and patient transport
- Monitor the facility to ensure that it remains safe, secure, and well maintained.
- Plan, administer and control budgets for contracts, equipment and supplies.
- Ensured all shifts were covered as needed; if not, worked all shifts
- Created standard operating procedures to ensure all tasks are completed in a safe and timely manner
- Conducted CPR and first aid training
- Prepared and assigned daily, weekly, and monthly schedule. Initials and date required as each task is performed after supervisor verification

#### UNITED STATES NAVY

*Enlisted Person February 1993-November 1998*

- Honorable discharge

#### **Computer Skills**

Proficient in Microsoft Word, Powerpoint and Apple Pages