

OBJECTIVE: Sales Executive position with Fort Dearborn Company

EDUCATION

California Polytechnic State University, San Luis Obispo
Bachelor of Science: **Business Administration**, June 2012
Concentration: **Management**
GPA: 3.37

Santa Barbara City College
Associate of Arts, Liberal Studies
Emphasis: **Computer Science**
GPA: 3.54

MANAGEMENT EXPERIENCE

Manager Aquatic Designs, Santa Barbara, CA September 2007-August 2010

- Solely responsible for operation of business in absence of owner during extensive illness
- Hired, terminated, trained, supervised and motivated staff of 9-12 employees
- Responsible for purchasing, accounting, inventory control
- Created marketing flyers, contacted media and coordinated special events
- Provided custom installation quotes for large scale orders
- Liaison between vendors and inventory needs and represented owner at annual trade show
- Worked 60 hours+ week
- Promoted from retail salesperson after two years
- Created and operated in-home business from store

Manager/Retail Sales Sensational Pets, San Luis Obispo, CA September 2010-present

- Responsible for the design of physical displays in a new business environment
- Created logical, effective and economical maintenance programs for upkeep of large pet store
- Extensive retail and customer service experience
- Involved in strategic planning for future growth and expansion

RELATED EXPERIENCE

Intern Delco Electronics, Santa Barbara Summer 2007

- Organized technical manuals for hundreds of Delco devices
- Created a library and computerized search system for manuals and over 1,000 confidential materials

SKILLS

Windows XP, 7, Server 2003, 2008
Minitab for Statistical analysis
Web design and internet sales

Access, Excel, Power Point, Front Page
Java, Pascal, Basic, UNIX, and C++
Bulk purchasing

COMMUNITY SERVICE/VOLUNTEER

Direct Relief International: over 100 hours of disaster relief service
San Luis Obispo County Animal Shelter Fundraiser: raised over \$500 profit that went directly to the animal shelter.
Growing Grounds: working with mentally challenged adults running a nonprofit wholesale farm

ADDITIONAL

- Youngest person in Santa Barbara to get his Single Keel Certification from Santa Barbara Sailing Association. It is an internationally recognized license to solo sail a single keel sail boat up to 40 feet in length. (Age 16)
- San Marcos High school marching band 1995. The band took Sweepstakes in every category at our final competition.
- Traveled in 26 countries of the world