

Combination Resume Example

Dan Salnite

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EDUCATION

Bachelor of Arts, Business Management

Johnson State College, Johnson, VT (2002)

Dean's List, Cumulative GPA 3.79/4.0

QUALIFICATIONS

Ability to balance multiple tasks in a fast paced environment
Strong background in Microsoft Office (Word, Excel, Access, Power Point) and Internet Research
Excellent communication skills
Successful at working individually or in a team environment

MANAGEMENT EXPERIENCE

Assistant Manager, 2002-Present

Pier One Imports, Burlington, VT

- Effectively manage 10 employees by assigning daily tasks and supervising sales
- Responsible for resolving employee issues to the satisfaction of the company and employee
- Recruit, hire and train new employees
- Create weekly schedule, meeting company standards and ensuring proper distribution of hours
- Generate sales by providing excellent customer service
- Demonstrate effective communication skills

ADDITIONAL EXPERIENCE

Tutor, 2003 – Present

Learning Resource Center, Johnson State College, Johnson, VT

- Tutor students in Marketing Strategies and Principles of Management on a weekly basis
- Encourage good study habits and time management skills
- Provide detailed class notes for students with academic needs

Campus Assistant, 2000-2002

Maintenance Department, Johnson State College, Johnson, VT

- Communicated with faculty and maintenance department to fulfill job requests
- Completed projects to the satisfaction of faculty, staff and maintenance department
- Ensured safety and accessibility of campus stairways through daily snow removal
- Provided detailed cleaning of college vehicles