

First Name, MI, Last Name

Street Address

City, State, Zip

Phone Number

Email Address

## **SUMMARY OF QUALIFICATIONS**

Dependable, reliable, self-motivated, flexible, prompt, takes initiative, determined, good typing skills, excellent verbal and written communication skills, computer experience with Microsoft Word, Microsoft Excel, and Lotus, nine years of management experience, six years of teaching experience.

## **PROFESSIONAL EXPERIENCE**

### **MANAGEMENT**

- 100% accuracy of store receipts daily of amounts up to \$10K.
- Actively supervised up to 20 individuals shipping packages nightly with a 0% late, or failure, rate.
- Planned and supervised training for organization of more than fifteen diverse men and women.
- Maintain up-to-date receipts and organize daily, as well as prepared several years of federal income taxes for business.

### **EDUCATOR**

- Developed new high school mathematics curriculum based on Ohio's new State Proficiency Standards that ensured the graduation of students.
- Co-chairman of the Brown County Science and Mathematics Project.
- Communicated with parents/guardians on daily basis regarding concerns and achievements.
- State analyst for high school geometry textbook.

### **CUSTOMER SERVICE**

- 100% customer satisfaction for successfully shipping millions of packages throughout the United States.
- Organized events for business as per the desires of the customers.
- Everyday contact with multiple consumers, resolving conflicts while maintaining a professional demeanor, and producing results for the customers.
- Dealt extensively with community during school conflict, with 100% community approval.

## **EDUCATION**

MA, Aeronautical Science degree received upon completion of GRP (Graduate Research Project), Embry-Riddle Aeronautical University, 1998

BA, Elementary Education, Morehead State University, 1992