

Tully Moore

Email: tully.moore@go.shoreline.edu

Phone: 425-419-7350

Currently located: Bothell, WA

Applying for: Business Development Team Member

I am an ambitious, dependable, detail-oriented, trustworthy individual ready to provide great work ethic, an upbeat personality, and positive attitude towards being a part of your Business Development team.

Skills:

“Soft” Skills: Interpersonal skills such as active listening, dependability, trustworthiness, leadership, ability to work well in a group and/or independently, and other soft skills such as prioritization, self-discipline, and motivation, communication

“Hard” Skills: Basic online marketing along with marketing material creation, basic graphic design, basic web design, customer service/sales, retail food product/packaging design/development, basic online monetization strategies, computer skills, basic understanding of Microsoft Office Suite including Microsoft Excel, Word and PowerPoint in a business setting, advanced understanding of Microsoft Windows 10 operating system

Work Experience:

Kitchen Plus

Position: Assistant to Vice President

Bellevue, WA

August 2019 to Present

I am an assistant to Jason Li, current vice president of Kitchen Plus. My duties include:

- Recording personal and some company related finances
- Speaking with prospective/current clients and subcontractors on sales and business management related subjects over the phone or in person
- Shadowing Jason during meetings with lawyers, employees, subcontractors, and other personal and company related individuals
- Creating business cards, brochures, and other materials for marketing operations
- Acting as a point of customer service for incoming calls to Kitchen Plus

(This is now weekends only and will not affect full-time M-F employment elsewhere)

KLB Construction

Position: Yard/Shop Assistant and Parts Runners
Mukilteo, WA
August 2018 to August 2019

I was a yard/shop assistant and parts runner at KLB Construction. My duties included:

- General upkeep of mechanics shop and construction yard
- Responsible for transportation of parts and small equipment to and from job sites while maintaining professionalism when calling project management to coordinate delivery
- Washing and cleaning of company trucks and heavy equipment (such as excavators, dump trucks, and company pickup trucks)
- Occasionally providing oil filter, fuel filter, and air filter inventory information to parts purchaser as new orders for filters arrive
- Helping project managers, owners, mechanics, and administration with various tasks.

Education:**Currently pursuing DTA In Business/Business Administration**

Shoreline Community College - Shoreline, WA
Expected to transfer June 2021

Relevant course work completed so far includes.

- BUS101 Introduction to Business
- BUS135 Retail Marketing/Management
- BUS120 Principles of Marketing
- ACCT201 Principles of Accounting
- BUSTC109 Keyboard/Computer Skills (Windows 10/Microsoft Office Suite)
- BUS201 Business Law
- BUS240 Intro to e-Business
- BUS215 Intro to International Business

Recommendation for Employment

07/07/2020

To whom it may concern,

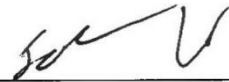
It is with great pleasure I recommend Tully Moore as a worthy candidate for employment. Tully has been my part-time assistant for the past 11 months and has showed a very impressive learning curve that I have not seen with many other employees.

As my assistant, Tully is responsible for tasks such as recording finances, designing marketing materials, speaking with clients and subcontractors, scheduling client consultations/appointments along with other personal and company related tasks. Tully also accompanies me to meetings and discussions with subcontractors, partners, attorneys, employees and other company related and non-company related business meetings and discussions where he was able to witness and learn pieces of the overall business environment, communication tactics, and management techniques that exist within the company and other business ventures.

Tully has shown many employer desired skills including but not limited to active listening skills, situational awareness, attention to detail, communication skills, punctuality, dependability, ability to effectively work in a team and independently.

I am confident Tully would be an excellent addition to your company and has my highest recommendation. Please feel free to contact me with any further questions about my experience with Tully as my assistant.

Sincerely,



Jason Li

Vice President, Kitchen Plus

425-505-0402

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