

Objective

Self motivated professional seeking a position in a fast paced, forward thinking team environment allowing me to draw upon my wide ranging experience to develop creative solutions for current issues and future strategic plans.

Skills

Microsoft Office.

Work Experience

Small Business Owner II

ABC Corporation - June 2008 – June 2010

- Responsible for developing financing for reconstruction.
- Supervised acquisition of licenses and permits needed to open.
- Maintained responsibility for the overall daily operations of store.
- Supervised, scheduled, hired, trained, promoted, and disciplined personnel.
- Managed budgets, marketing, merchandising, and rotation of inventory stock.
- Ensured proper handling of daily receipts, balanced registers, and prepared daily deposits.
- Maintained all business accounts, vendor accounts, lines of credit, resolved credit declines, sales forecasting, and Dun & Bradstreet rating.

Small Business Owner

Fidelity Forward Services - 2004 – 2008

- 46368 (630)-362-6037 Small machine shop that specializes in precision small parts and prototyping.
- We work with mechanical machines, mostly with digital readout for precision accuracy.
- We specialize in small parts used in audio equipment and have skills in machining Delrin, Nylon, Brass, Aluminum and other materials.
- We have experience in duplicating one-of-a-kind worn out or broken parts.
- No job is too small for us.
- In fact, some may be too big.
- We will not tackle anything we are not sure we can accomplish in a precise and economical fashion..

Education

M.S. in Environmental Health & Safety Management - 2015(Northeastern State University)