

Carol M. Cobb
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Profile

Motivated, personable, business professional with 15 years of career experience in management. Trained facilitator in the strategies of team building and change management based on Balderidge and Deming. Understands the effective use of time management skills, for guiding, directing, and motivating worker's performance. Accustomed to focusing on customer service.

Ability Summary

Team Management	Organizational Planning	Time Management
Communication Skills	Scheduling	File Maintenance
Customer Service	Training	General Office Skills
Enterprising	Strengthening Skills	Computer Proficient
Market Analysis	Marketing Strategies	Professional Presentations

Related Experience

Detail Mastery and Organization

- |Managed all day to day operations for multi-company lines
- |Customer scheduling for appointments, presentations, seminars, and consulting
- |Event and Exhibit Planning
- |Bookkeeping for each company's reports, sales commissions, and consulting fees
- |Reviewed each project on an on going basis
- |Managed day to day operations for a cookware store
- |Scheduled sales associates work cards
- |Managed the merchandising for the display stock
- |Reconciled daily, weekly, monthly, and yearly receipts
- |Managed the day to day operations as real estate agent
- |Listed and sold properties
- |Used market analysis to drive marketing strategies

Education and Training

Completion	Issuing Institution	Location	Qualification	Course of Study
	Miami University	Oxford, OH	Bachelor's Degree	Education - Curriculum Development

Detailed References

John Leake, Professor Emeritus

Wright State University

3505 Roundhouse Rd.

Aurora, MO 65605

417-229-0466

Business reference known for 26 year(s).

BenjaminLeake@aol.com

Joan Teemer, Educational Consultant

People's Publishing

Kettering, OH 45429

937-938-9388 Ext. 8506

Business reference known for 20 year(s).

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