

DEREK SCHARITE

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CONTACT

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EDUCATION

NORTHERN BURLINGTON REGIONAL HIGH SCHOOL

Mansfield, NJ

High School Diploma (Jun 2010)

ADDITIONAL SKILLS

Public speaking experience from
teaching classes, Wednesday and
Sunday serves at the Ministry
Quickbooks experience
Leadership

CAREER OBJECTIVE

Diligent professional with 6+ years of experience and a proven knowledge of back office operations, operations management, and staff training and development. Aiming to leverage my skills to successfully fill the dms121691@gmail.com role at your company.

PROFESSIONAL EXPERIENCE

FACILITIES MANAGER

Potter's Field Ministries, Whitefish, MT / May 2017 – Jun 2019

- Conducted maintenance on multiple facilities which included 3 restaurants, a 20+ horse ranch, and a church.
- Inspected and monitored the physical condition of all establishments to ensure low level of risk.
- Performed routine preventive maintenance on various machines and building systems.
- Operated various ranch equipment, and provided grounds keeping services, such as landscaping and snow removal.
- Perform general cleaning of buildings and properties.
- Trained and managed maintenance personnel.

GENERAL MANAGER

Potter's Field Ministries, Whitefish, MT / May 2015 – Jun 2019

- Helped start and build a restaurant business for a non-profit organization, called Mudman Burgers.
- Over saw and managed 20+ employees at 3 different locations.
- Helped write and establish policies and procedures for Mudman Burgers staff and facilities.
- Bookkeeping including the use of quickbooks
- Conducted research on sales trends and projections
- Managed inventory, budgets, and quality control

MISSIONARY

Potter's Field Ministries, Whitefish, MT / Jul 2014 – Apr 2015

- Attended a year long discipleship program.
- Served three months in Guatemala, two months traveling United States, and four months in Kenya.
- Organized, taught, and served in kids programs.

LOADING DOCK ASSISTANT

Princeton University, Princeton, NJ / Jul 2012 – Jun 2013

- Shipped and received packages
- Data entry and purchase order processing
- Operated fork lift

SPECIAL FACILITIES

Princeton University, Princeton, NJ / May 2010 – Jun 2013

- Clean mechanical rooms, and basic building maintenance.
- Conducted preventative maintenance
- Completed any special projects that were assigned

