

Alan Kuzmanovic

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Job Objective

To meet and exceed expectations as a member of the Verified Rights Owner Program at eBay by applying proficiencies in the areas of business communications, information management, and business management acquired and certified at the Canyons Technical Education Center.

Education

Salt Lake Community College

Sandy, Utah

Concurrent Enrollment

August 2015 to January 2017

Brighton High School

Cottonwood Heights, UT 84121

August 2012 to March 2017

Diploma: March 2017

GPA: 3.8 out of 4.0

Canyons Technical Education Center

825 East 9085 South

Sandy, Utah 84094

August 2015 to June 2016

Information Technology/ Business

Leadership Training Program

University Of Utah

201 Presidents Cir, Salt Lake City, UT

84112

August 2017 to Present

Information Technology/ Business

Leadership Training Program

Major: Operations Management

Job Skills

Management

Head of OES Communications

Strategic Business Planning

Small Business Management

One-Minute Manager

Computer Software

Microsoft Windows

Microsoft Word

Microsoft Excel

Microsoft Publisher

Microsoft Access

Microsoft Outlook

Microsoft PowerPoint

Communications

Public Speaking Strategies

Professional Speech

Persuasive Speech

Conflict Management

Effective Business Writing

Critical Speech Analysis

Listening Skills

Organizational Proposal

Journal Abstracts

Professional Seminars

Franklin Covey/Time Management

Brian Tracy's Maximum Achievement

Meyers Brigg's Personality Training

"The FISH" Philosophy

Who Moved My Cheese

Good to Great

Work Experience

eBay

May 2017 to Present

583 W eBay Way

Draper, UT 84020

(408) 376-7400

Team Leader: Haley Tolzmanr

Job Title: On Ebay Sales

Fresh Market

February 2017 to April 2017

1860 9400 S

Sandy, UT 84083

(801) 501-9470

Supervisor: Julie Griffiths

Job Title: Cashier

Ream's Grocery

November 2014 to July 2016

8725 East Highland Drive

Sandy, UT 84083

(801) 942-7127

Supervisor: Chris Elliot,

Job Title: Supervisor

Current Responsibilities:

-Providing Teamate Support

-Suspending fraudulent accounts

-Working VeRO Proactive Queue

-Buidling a positive envioroment

-Leader of communication between all OFS teamates

Awards, Honors, and Leadership

- "100% Attendance for the Entire Year" Award, Canyons Technical Education Center, November 2015.
- "Eagle Scout" Leadership Position, Scout Troop 840, October 2016
- "Business Leadership Intern" Award, Canyons Technical Education Center, May 2015
- "Business Communications Intern" Award, Canyons Technical Education Center, May 2015
- High Proficiency in Bosnian and Serbian Language.

References Available Upon Request