

# Brent Kie [brent.a.kie@gmail.com]

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## Objectives

Obtain an open position with Indoor Flea Market to appropriate my skills and experience to the tasks given to me by the employer. In addition, create a hospitable working environment with my positive, friendly attitude.

## Education

Southwestern Indian Polytechnic Institute (SIPI)

[Fall 2007 – Fall 2010]

Computer Science, Information Systems – AS Degree Program Completed; will obtain degree at end of summer 2011 semester.

Course work includes, but not limited to:

- Accounting
- Database Management
- English (Composition and Critical Reading/Writing)
- Math (up to Calculus I)
- Public Speaking

Del Norte High School

[Aug. 2002 – May 2006]

HS Diploma; General Studies

## Experience

Peer Tutor

SIPI Academic Support Center [Fall 2008/Fall 2009 – Spring 2010]

- Assist students in subjects of math, English, accounting, computer and lab science courses.
- Serve as a proctor for make-up testing administered by various instructors.
- Create user accounts using the TutorTrac system for students to log in and keep track of tutor hours.

Business Applications Intern

ASRC Federal

[6.2.2008 – 8.8.2008]

- Design and develop 1<sup>st</sup> generation Computer Based Training modules (CBTs) company.
- Attend weekly meetings to discuss goals and accomplishments in the IT Department.
- Present finished projects to board of directors for critique and feedback.

Sales Associate

## Vans [4.2007 – 5.2007]

- Assist customers with shoe sizing and recommendations for apparel.
- Open store with Vans team from California which included organizing stockroom and design floor plan/layout.
- Apply sales experience and customer service skills to meet daily quota of sales totals.

## Sales Associate

### Hot Topic [6.2006 – 12.2006]

- Aid customers with purchases, locate requested items and up sale other items at the cash register.
- Maintain cleanliness of store and keep stockroom well-organized.
- Utilize theft prevention methods to deter shoplifters and prevent shrinkage.

## Skills

- 60+ WPM
- 10-Key Calculator
- Proficient in Microsoft Office suite and other database programs
- POS experience (Ex: Sales involving cash, check & credit card)
- Customer Service skills
- Custodial skills
- Communication skills
- Stockroom experience/organization skills
- Floor plan design/layout experience