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| |  | | --- | | **William J. Comrie** | | **Citizenship : United States ▪ DOB: 22 September 1989** | | |  | | --- | | **Contact** | | **Tel : 1-708-334-4576**  **e-mail : wjcomrie@gmail.com** | |
| |  | | --- | | **Address** | | 43 Shillingford Rd., Springfield, Massachusetts | | |
| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objective** | Seeking a career to gain more experience in Human Resources Management | | **Availability** | From September 2011 | | | |
| |  | | --- | | **Key Skills** | | |  |  |  | | --- | --- | --- | | **Proficient with Technology: cash register skills, computer programs, and head sets.** | **Able to provide quick, efficient, and friendly customer service; Bilingual (English/Spanish) capabilities allowing for better conversational skills** | **Managing experience in several domains; comfortable with leading teams in group work; comfortable with extensive paperwork** | | | |
| |  | | --- | | **Education** | | |  |  | | --- | --- | | **2004 to 2008** | **High School Diploma (May 2008)**  Riverside Brookfield High School, Riverside, IL | | **2008 to 2011** | **Bachelor’s Degree in Psychology (I/O) and Spanish (Received August 2011)**  University of Illinois Urbana-Champaign, IL | | **2011 to present** | **Master’s Degree in Industrial and Organizational Psychology (In Pursuit)**  Springfield College, Massachusetts | | | |
| |  | | --- | | **Work Experience** | | |  |  | | --- | --- | | **Express, Champaign, IL** | **Part-time Job** | | **Sales Associate and Sales Lead Manager** | **August 2009 to August 2011** | | * Office work, including Opening and Closing Registers, Calling the DM to talk Daily and Weekly Figures * Managing the Sales Floor during CSL segments; assisting co-managers with their duties * Visual Team leader and member; setting the floor with new products on a biweekly or monthly basis. * Associate Observations; training new workers on the registers and on product knowledge * Working closely with the SM to develop my own capabilities | | | **St. John’s Lutheran Church and School, La Grange IL** | **Part-time job** | | **Nursery Attendant and Assistant Manager** | **September 2007 to July 2010** | | * Promoted to Assistant manager from the Nursery Attendant position; managed pager system and scheduling duties * Helping with children under 4 years, including those with Down Syndrome and Autism | | | **Forever 21, Lombard, IL** | **Part-time Job** | | **Sales Associate** | **July to August, 2009** | | * Managing the go-backs and assisting customers on the floor * Greeting customers and returning items to their rooms from the dressing room; register and stock experience | | | **Vector Marketing, Lombard, IL** | **Part-time Job** | | **Sales Representative** | **June to August, 2008** | | * Learning the sales pitch and undergoing extensive training programs and events * Calling references, setting up appointments via telephone, performing demonstrations. | | |  | | | | |
| |  | | --- | | **Volunteer Experience and Clubs/Extra-Curricular Activities** | | |  |  | | --- | --- | | **Clubs and Athletics** | CEP Youth Leadership (PR Executive for the YAB); Association for Students for Tolerance; Volleyball Captain(2005 to 2008), Basketball Team Leader (2004 to 2007) | | | |
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