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| **David A. Coneys** | 3 Napoleon Street Apt #1 | 772-532-7026 |
| Valparaiso, IN 46383 | dconeys46@gmail.com |

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| **OBJECTIVE**   |  |  | | --- | --- | | **EDUCATION** | | | **Valparaiso University** | Valparaiso, IN | | * B.S. in Business Administration – CBA GPA: 3.3 | Class of 2012 | | * Dean’s List ( 2 semesters ) * Football3 time letter award winner; two year starter; improved leadership and time management skills |  |   To gain purposeful employment in the field of business and expand upon my skills and experiences in conducting business transactions and dealings on behalf of my employer, fully utilizing my educational background, computer skills, and diver  sified business expertise. |
| **Experience**   |  |  | | --- | --- | | **Valparaiso University Procurement Department** | Valparaiso, IN | | Procurement Internship | February 2012-Present | | * Financial analysis of products, services and consulting proposals; cost-benefit, lease-buy, and spend analysis | | | * Spend management through consolidation of purchase volume and rebidding which results in significant multi-year savings * Write requests for proposals(RFP), Chair RFP Task Forces and oversee RFP process including timeline, award and contract negotiation * Contract management and vendor performance management | |   **Valparaiso University Athletic Department** Valparaiso, IN | | | Valparaiso, IN | | | | |
| Assistant, Athletic Operations Director August 2008-Present | | | | Aug 2008 - Present | | | | |
| * Report to the Athletic Operations Director - assist in negotiating event and product contracts, examining demographics and metrics to   Identify most profitable; assisted in negotiation sales split contract on food and merchandise with Harlem Globe Trotters | | | | | | | |
| * Buying athletic equipment for all of the university’s athletic teams; meeting with coaches, determining desired products   based on coaches’ needs, creating vendor source lists, contacting vendors based on prices and quality of products, developing and  presenting recommendations, negotiating terms, conditions, quantity price breaks, favorable delivery terms, and purchase products   * Assist in proposals for new products and events; procedure entails: developing ROI’s, breakeven, and inventory analysis through Excel | | | | | | | |
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| **Sears Holding Corporation** Merriville, IN Management Internship June 2011-August 2011 | | | | | Merrillville, IN  June 2011- Aug 2011 | | |
| * Executed customer focused strategies to increase sales in store such as coaching techniques on how to increase sales of protection   agreements and revising the PIN procedure to redeem loyalty program points, which eliminated customer confusion | | | | | | |
| * Developed and managed performance of individuals and teams by analyzing metrics of employees productivity over time * Worked daily with team in order to achieve daily sales goal by analyzing past store sales as well as current regional sales in order to   develop a plan to achieve a goal; previously analyzed data and determined that plasma television’s placement in store needed to be  adjusted in order to accomplish sales goal for region, goal for the day was achieved after adjustment was made. | | | | | | |
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| **YMCA** Valparaiso, IN | | | | | | Valparaiso, IN | |
| Marketing Research Consultant January 2011-May 2011 | | | | | | Jan 2011-May 2011 | |
| * Project manager in a group of four where I researched, developed, and analyzed data ,and used Excel to develop surveys which   highlighted employee satisfaction issues which led to enhancements in working atmosphere to improve employee retention | | | | | | |
| * Worked with Valparaiso YMCA’s CFO, collectively developed/implemented improvements regarding environment for hourly employees | | | | | | |
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| **A Nurses Touch Healthcare** Vero Beach, FL | | | | | | Sebastian, FL | |
| Business Internship April 2006-August 2008 | | | | | | April 2006 – Aug 2008 | |
| * Processed paychecks and patient records; catalogued weekly medical records and answered customer and insurance inquiries * Assisted in developing presentations for healthcare contracts by highlighting companies unique services program * Assisted in implementing improvements at Nurses Touch, contributing to their recognition as a premier provider of healthcare services | | | | | | |
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| **LEADERSHIP** |
| * Teen Judicial system lead defense counsel (H.S); Playground construction volunteer (college), Head seasonal lifeguard |
| **KEY SKILLS** |
| * Experience in Microsoft PowerPoint, Excel, SAP, contracts, negotiations, and management |