

Sam Sweigart

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EXPERIENCE

Mover, Mambo Movers, Philadelphia, PA

April 2019 -

Present

- Crew Lead. Responsibilities include managing a 3 person crew, driving box trucks, truck routing, packing, securing and moving customer belongings to their final destination in a safe and efficient manner.
- Communicate w/ customers regarding ETA's, pricing, and payment options.
- All daily truck maintenance (i.e. DEF refill, fuel refill, cleanliness, gear inventory and quality assessment).
- Responsible for completing 3 or more separate moves a day in the Philadelphia and surrounding areas.

Accounting and Office Manager, Camden Flooring Company, Cherry Hill, NJ

October 2013 - April 2019

- Responsible for daily operations, managing an office of 5 Employees at a wholesale flooring company by providing high volume account support through in-person, phone, fax, and email.
- Provide consistent, accurate, and friendly customer assistance in all aspects of customer relation interactions throughout the sales pipeline.
- Manage all aspects of the finance department, including maintaining healthy financial relationships with customers, preparing daily bank deposits, managing monthly reconciliations, all company billing and invoice approval.
- Decreased A/R average days paid to 34 from 44.
- Secured and negotiated leases for new office equipment. Decreased salesforce operating costs and increased productivity.

Head Counter Staff, Infinite Body, Philadelphia, PA

March 2010 - September 2013

- Head counter staff at a locally owned piercing studio. Responsible for greeting and assisting customers.
- Responsible for product knowledge for new and existing stock, inventory control and reordering points.
- Scheduled appointments for guest piercers and maintained customer relationships.
- Key holder responsible for all daily maintenance including merchandising, updating pricing, sanitation, opening and closing procedures and managing several active social media accounts.
- Worked independently to meet individual sales goals while maintaining team objectives.

VOLUNTEER WORK AND RELATED ACTIVITIES

The American Alpine Club - Member, 2012-2018

- Volunteered at local fundraisers and community events.

Association of Professional Piercers - Member, 2010-2013

- Volunteered at local healthcare and tattoo conventions to educate healthcare professionals on proper aftercare, acceptable jewelry removal techniques and the general public about safe/unsafe jewelry materials and practices.

SKILLS

- Proficient working with Mac and Windows computers
- MS Word, Excel, PowerPoint, Google Drive, Docs, Calendar etc.
- QuickBooks Desktop and Online
- Adult and Pediatric First Aid/CPR/AED Certified

EDUCATION

- **Independent Studies**, Self taught, 2019 - Present
Area of Study: Front End Web Development (HTML, CSS, JavaScript)
- **Burlington County College**, Continuing Education, 2010
Area of Study: Accounting & Business Management
- **Camden County College**, 2004
Area of Study: Accounting & Business Management