

Austin Dreier

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Career Focus

Dynamic and creative Bachelor of Business Administration student with a successful history in sales, public relations, project management, automotive repair, automotive parts retail, customer service, and customer communications looking to contribute to a growing company.

Summary of Skills

- ❖ Automotive Parts Knowledge
- ❖ Conflict resolution
- ❖ Complex problem resolution
- ❖ Project management
- ❖ Process Improvement
- ❖ Customer service
- ❖ Team direction
- ❖ Extensive computer literacy
- ❖ Customer needs assessment
- ❖ Attention to detail

Professional Experience

AutoZone Automotive Parts Commercial Driver – Loveland, CO June 2013 to Dec. 2013

- o Applied knowledge of commercial driving skills in maneuvering vehicles at varying speeds in difficult situations, such as heavy traffic, inclement weather and in or out of tight loading and unloading areas.
- o Subjected to irregular work schedules, temperature, weather and outside environment extremes, long trips, short notice for assignment of a trip, and tight delivery schedules.
- o Operation of automotive parts room; receiving, ordering and issuing parts and supplies; issuing, maintaining and closing work orders.
- o Customer service and retail of specific automotive parts.

2013

Paperworks Accounting Solutions Accounts Assistant Manager - Walla Walla, WA Dec. 2012 to June

- o Prepared, organized, and submitted a variety of tax forms to the IRS. Managed financial books for various local businesses. Performed payroll and other related activities. Lead a small team in marketing business services to a targeted demographic within the Walla Walla, WA area.

Palau SDA Elementary Third Grade Elem School Teacher - Koror, Republic of Palau July 2011 to July 2012

- o Directed and managed a class room of twenty-one, eight year old children. Demonstrating

superior Organizational and Reporting skills.

- Created and developed lesson plans in all elementary school subjects including math, science, and language.
- Worked in teams with other teachers to establish an effective school wide management policy that greatly increased productivity both inside and outside the classroom for all grades.

Polo Ralph Lauren Floor Sales Representative - Loveland, Colorado

May 2009 to Oct.2009

- Required skills in sales, customer service and accounting

Southern Adventist Union Assistant Manager – Computer /Server Room - Atlanta, GA Apr 2007 to Aug 2007

- Responsible for Network and Data Analytics, Server Maintenance in addition to providing technical support and computer repair for staff.

Education

Walla Walla University 3rd year BBA Program

Relevant coursework:

Fundamentals of Communication, Strategic Sales, Retail Marketing, with a Concentration in International Public Relations

Related coursework :

International Finance, Statistics, Microeconomics, Macroeconomics, Accounting

High School Diploma

Georgia Cumberland Academy, Calhoun GA