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| Richard A. Jones-Sekse, MBA |  |
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Objectives

To obtain a position primarily focusing on marketing, public relations, and/or management. My overall goal is to target and gain the business of new customers and/or clients within a market and supply them with applicable products or services, while also improving relations with existing customers and/or clients. I would like to implement the teamwork, leadership, and management skills I have acquired to assist and support consumers and coworkers while contributing to the success of day-to-day operations within the organization.

Experience

* Security Consultant - Defenders May 2017 – Present
* Build and maintain a relationship/rapport with customers
* Provide high quality customer service and exceed sales goals
* Perform risk assessments and provide professional advice on home security to customers
* Upsell equipment and install security systems for all customers in the Northern Indiana area
* Assistant Rental Manager/Management Training Program – Penske April 2014 - May 2017
* Trained, as well as provided guidance and support to management trainees
* Provided high quality customer service and exceed sales goals
* Called and/or met with existing customers regularly to facilitate customer relations and increase sales
* Conducted competitor surveys and researched the market for additional opportunities

Education/Certifications

* University of Southern Indiana
* Graduation Date: April 2018
* Master of Business Administration M.B.A.
* Major: Business Administration
* Indiana State University
* Graduation Date: December 2012
* Bachelor of Science B.S.
* Major: Marketing
* HTML 5 Certification - Completion Date: March 2018
* Adobe Dreamweaver Certification – Completion Date: May 2018
* Google AdWords Certification – Completion Date: July 2018
* Google Analytics Certification – Completion Date: August 2018
* SEO Certification – Completion Date: August 2018

Skills and Achievements

* Leadership, teamwork, organizational, time management, multitasking, management and training skills
* Innovative, efficient, highly competitive (former college athlete), and detail oriented
* The ability to work independently and under pressure, problem solving and communication skills
* Proficient with Microsoft Office programs (Word, Excel, Outlook and PowerPoint) and Adobe Photoshop
* Proficient with social media platforms (Facebook, Instagram, Twitter, LinkedIn and Snapchat)