**TAHA BIYIK**

**7024 Ketchum Drive, Colorado Springs, CO 80911**

**540-760-9363**

Tbiyik@student.cccs.edu

**SUMMARY**

BUSINESS PROFESSIONAL with over 4 years of progressive experience providing analysis, strategic planning, program and project management; Expertise in financing and customer service; Strategic and tactical planning, financial analysis, financial reporting, and resource analysis/optimization; Solid record of managing analytical studies, key initiatives, and high-profile performance improvement projects; Complex banking issues Critical thinking, problem solving, research and liaison skills. Recognized for outstanding communication and sense of humor; Leader who inspires, motivates and mentors and challenges; Fluent in Turkish.

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**PROFESSIONAL EXPERIENCE**

*-***Project Manager and Financial Advisor, H&S Construction**

**Arlington, VA — 2012-Present**

Project Manager for a small family owned construction and Renovation Company. Responsible for communicating with clients and giving estimates in order to satisfy their needs. Managing company’s financial assets.

*Accomplishments*

* Gained tremendous experience managing a small business.
* Built excellent customer relationship skills.
* Met customers’ design and materials needs by effectively listening and communicating.
* Company’s financial assets increased by approximately 15% due to efficient micromanagement
* Established long lasting partnerships with various suppliers of raw building materials.
* Developed and drove an implement pricing program to increase customer satisfaction and company profit.
* Prepared weekly reports for senior management on production metrics

**-Assistant Manager, Safeway Inc.**

**McLean, VA — 2010-2011**

Responsible for keeping track of inventory, assisting in managing employees, and budgeting.

*Accomplishments*

* Assisted in managing a staff of 50; including Produce, Deli, Sushi Bar, Bakery and Dairy.
* Ensured the stable inflow and outflow of inventory.
* Compensating for employee shortage by using comprehensive skills such as cash registry management and stock expertise.
* Delivered presentations to vendors in the Northern Virginia area
* Expanded customer base through effective sales techniques

**Education:**

**-Northern Virginia Community College**

Applied Sciences — 2012-Present

**Key Skills:**

* Expert level Microsoft Excel Spreadsheet Skill
* Expert level Microsoft Access and Outlook Skill
* Advanced QuickBooks Skills
* Proficient in AutoCAD
* Able to type 45 WPM
* Expert level with DAW Software
* Excellent  and written communication skills,

**Reference***:*

**-Available upon request.**