

TODD R. GARNER

4859 Coldwater Canyon Ave. Apt 6 ■ Sherman Oaks, CA 91423 ■ 818 426-5296

OBJECTIVE

To use my skills in leadership, communication and organization to enhance the productivity, quality, and atmosphere of an business based environment along with the opportunity to further my career.

QUALIFICATIONS

- More than 6 years in managerial and administrative experience supervising a staff of 25 employees
- Excellent ability to adapt to any work environment with versatility
- Dedication and drive as a hard-working individual. Committed to being timely and punctual, arriving early and staying late
- Outstanding communication and team-building skills
- Maintained great working relationships with staff and employers over an 11-year work history

PROFESSIONAL SKILLS

INTERPERSONAL AND TEAMWORK SKILLS

- Entrusted to process confidential employee records such as salary changes, vacation/absenteeism reports, and performance appraisals
- Interacted productively with a wide variety of personalities while scheduling meetings and appointments

SALES SKILLS

- Conducted major sales promotions while overseeing a staff of over 25 employees.
- Oversaw daily sales operations including staff training on financial investments, loans: real estate, consumer, and credit cards

MANAGERIAL AND SUPERVISORY SKILLS

- Completed and submitted invoices and payment procedures
- Handled expense reports with account summaries
- Demonstrated knowledge of and upheld accountability for payroll, employee records, and daily sales operations
- Managed payroll, inventory, accounts receivable and payable

COMPUTER SKILLS

- Proficient in Microsoft Word, creating and distributing reports in Excel, Power Point, Adobe Illustrator, JavaScript, HTML, CSS, MongoDB, Heroku, Node, MySQL, Express, GIT, NPM

EMPLOYMENT HISTORY

Call Center Manager , California Credit Union, Glendale, CA	December 1998 – March 2009
Lead Project Coordinator , FedEx Office, Los Angeles, CA	May 2010 – December 2010
Personal Banker , Bank of America, Los Angeles, CA	December 2010 – April 2013
Mortgage Loan Officer , Bank of America, Los Angeles, CA	April 2013 – February 2015

Server, Bossa of Nova, Los Angeles, CA

April 2015 – April 2022

EDUCATION

Music Major, Los Angeles County High School for The Arts, Los Angeles, CA
Full Stack Web Development Coding, UCLA, Los Angeles, CA

Graduated 1988
Graduated 2022