James Haak

**Experience**

March 2010- Present Complete Learning Solutions New York, NY

Education Coordinator and Territory Rep: NJ and PA

* Identified and assisted students for vocational classes to build their resume and skill set through job related classes using company tuition benefits.
* Specialized in coordinating and filling distance-learning classes; developed relationships with students for Corporate and Continuing education through consultative approach and referral based marketing. Regularly communicated with students to ensure quality of classes.
* Exceeded goals and expanded marketing territory developing NJ/PA territory to over 5,000 active participants within first two years.
* Highly skilled in account management working with students to maximize their tuition benefits and continued participation in program toward and ‘end goal’ for education.
* Coordinated promotional activities to raise awareness of classes and implemented regional marketing for course advertisement and expansion strategies. Set up direct-to-student mailing of marketing materials to continue updates.
* Trained other employees to cover and expand territory, master database, and use lead follow up system.
* Handle top down marketing effort involving president and executive board to increase program awareness and encourage participation.
* Attend invite-only events and trade shows and membership meetings. Presented program and classes at state-wide conference in Atlantic City in Feb. 2011, and National Convention in Pittsburgh 2013 to students with tuition assistance.
* Expand accredited course offerings to advanced levels of study including nationally approved NABCEP Solar class; developed online offerings Microsoft webinar, QuickBooks webinar and Commercial Driver License study.
* Assist in development of curriculum and instructor/class quality. Regularly audited classes for quality control to determine client satisfaction and class improvement, including critique of instructors.

September 2009 - March 2010 Netpique, LLC New York, NY

Territory Sales Associate

* New client account activation for Office Depot office supplies.
* B2B sales, high volume cold calling, setting face to face appointments with Decision Makers and Business Owners
* Self-generated new sales leads based on referrals and similar client base.

October 2005 - March 2007 Paradigm Engineering Northern NJ/PA

Compliance Specialist/ Construction Inspector

* Conducted inspections at construction sites for wetlands construction compliance.
* Developed route planning skills and managed mobile office.

**Education**

The College of New Jersey Ewing, NJ

Bachelor of Science Degree Completed June 2005 Major: Biology

**Skills and Activities**

Proficient use of Microsoft Office Suite and Citrix GoToMeeting

Daily client tracking using ACT! CRM database

Phi Kappa Tau National Fraternity

Attained Eagle Scout Rank - Troop 36 Boy Scouts of America