

## Name

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Address

Email/phone #

## BUSINESS MANAGEMENT PROFESSIONAL

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### ***Professional Profile***

Exceptional track record of leading by example, as well as training, mentoring, and coaching. . Highly organized, with ability to coordinate, facilitate, prioritize, and multi-task. Demonstrated problem-solving skills utilized in both the financial banking and business administration areas. Results-driven and self-directed. Effective under demands of high volume and high-pressure. Committed to quality, with personal standards of excellence.

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### ***Education***

CUYAHOGA COMMUNITY COLLEGE, CLEVELAND, OH  
**ASSOCIATE OF SCIENCE DEGREE** (*anticipated 2014*)  
*Concentration: Business Management*

#### ***– Selected Coursework –***

Business Strategies ▪ Organizational Behavior ▪ Human Resources Management ▪ Economics  
Labor Management Relations ▪ Business Law ▪ Financial Accounting ▪ Business  
Communications

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### ***Professional Experience***

THE BERRY COMPANY, LOS ANGELES, CA  
2003-2010

#### **Executive Administrative Assistant**

Provided administrative support for multiple supervisors, as well as 18 Sales Representatives.

- Managed the office operations, authorized the budget, and reviewed and approved expenses of up to \$5000.

MAIN STREET BANK, NEWARK, NJ  
2003-2003

#### **Customer Relations Representative**

Handled routine banking transactions and account inquiries, and resolved all customer service issues.

- Balanced up to \$100,000 daily, and maintained compliance with all appropriate banking procedures and policies.
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### ***Community Involvement***

VOLUNTEER: FAMILY PROMISE OF CLEVELAND (*transitional housing*)