

John Doe

555 West Road, John Doe, Kansas 5555

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OBJECTIVE

To obtain a position in a results and service driven atmosphere where my skills, dedication and commitment to hard work will provide unlimited career advancement opportunities.

PROFESSIONAL PROFILE

Self motivated and results oriented Business Owner and Counselor who is committed to professionalism, highly organized and works under strict deadline schedules with attention to detail. Excellent written and verbal communication skills with the ability to communicate with a diverse number of people. Known and respected for having strong management principles, exemplary customer/client relation skills, and successful leadership qualities.

PROFESSIONAL EXPERIENCE

President/Owner – John Doe Corporation, Lawrence, Kansas, April, 1997 – October, 2006

- Responsible for overall leadership, growth and direction of John Doe Corporation which included budgeting, sales, advertising and providing exceptional customer service.
- Bid and sold concrete repair work to residential and commercial customers.
- Responsible for administering accounts receivable, account payable, employee payroll, as well as purchasing supplies and inventory.
- Responsible for cash management, strategic planning and areas related to measuring company performance.
- First point of contact for customers, responsible for achieving high levels of customer service and customer satisfaction.

President/Owner – John Doe Pest Control, Lawrence, Kansas, April, 1994 – April, 1997

- Responsible for administering accounts receivable, account payable, employee payroll, as well as purchasing supplies and inventory.
- Bid and sold concrete repair work to residential and commercial customers.
- Devised advertising and marketing strategies and formulated policies to ensure that the company objectives were met and/or exceeded.
- Managed work flow and schedule to ensure deadlines are met, priorities are recognized, and policies/procedures are followed.
- Responsible for training and managing all staff in order to maximize productivity.

Alcohol and Drug Counselor – Kansas City Community Center, Kansas City, Missouri, August, 1989 – April, 1994

- Shift Supervisor that interviewed and evaluated new clients with complex problems relating to alcohol and other drug abuse.
- Performed rapid screening evaluations and made treatment recommendations.
- Conducted substance abuse educational programs for clients and other interested parties.
- Documented all services and activities in accordance with appropriate standards and guidelines.

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EDUCATION

Baker University – Baldwin City, Kansas

Bachelor of Arts, August, 1983 – May, 1989

Major Psychology/Sociology

TRAINING

- Attended seminars in Drug and Alcohol Counseling
- Attended seminars for Pest Control
- Licensed Concrete Contractor, Kansas

REFERENCES

- Furnished upon request.