

Cxxxxx M. Txxx

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OBJECTIVE

To obtain a position in a results oriented company that seeks an ambitious and career-conscious individual.

EDUCATION

Bachelor of Science

May, 2008

Major: Business Management

Overall GPA: 3.1/4.0

Perdue School of Business, Salisbury University, Salisbury MD

(Maintained a part-time job while attending school full-time)

RELEVANT COURSE WORK

Management and Organizational Behavior: Learned the general nature, behavior and functions of organization and management in business. Focused on planning, organizing, leading, motivating, and controlling.

PROFESSIONAL EXPERIENCE

Facility Operations Staff, Washington Redskins

October 2007-January 2008

Landover, MD

- Administered building, operating and safety policies and procedures to provide a safe, secure, and clean environment for employees and guests.
- Inspected all facilities to insure that work is completed in accordance with specifications.
- Planned and organized events for promotional offerings on game days and fan appreciation days.
- Assisted in communication with various employees and business contacts in a professional manner to ensure that timely completion of tasks was met.
- Obtained, assembled, and maintained all of the facilities components to maximize the comfort levels of guests as well as upper management officials.

Intern, Sport Court of Delaware

May 2007-December 2007

Ocean View, DE

- Assisted with fabrication of luxury basketball courts and putting greens to ensure complete customer satisfaction.
- Utilized teamwork skills, dependability and versatility to reach company goals.
- Interacted on a daily basis with customers, suppliers and supervisors.
- Observed all safety regulations and utilized all safety policies.
- Responsible for marketing and managing company products to guarantee profit maximization.

WORK EXPERIENCE

Laborer, District Electrical Service

May 2006-August 2007

Camp Springs, MD

- Developed strong work ethic by working approximately 40-50 hours per week.
- Utilized time management skills to ensure scheduling needs were met.
- Developed excellent teamwork skills by relying on other members of the group.

ACTIVITIES/HONORS/VOLUNTEER EXPERIENCES

- *Volunteer*, Habitat for Humanity, Salisbury MD.
- *Volunteer*, Relay for Life, Salisbury University.
- *Participant*, Bernstein Business Plan Competition, Salisbury University.
- *NCAA Division III Football Player*, Salisbury University.
- *Recipient*, Deans List, Salisbury University (2007).