

Grey Dawg

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OVERVIEW

Energetic and motivating leader with a proven ability to effectively manage both staff and long and short-term projects. A self-starter and strong independent worker who excels at analyzing products and procedures in order to generate new ideas that improve efficiency and production quality.

PROFESSIONAL EXPERIENCE

Saluki Sports, INC., *Carbondale, IL*

August 2018-Present

Manager

Manage daily operations of a \$2 million sports memorabilia company.

- Train and supervise work crews in more efficient product preservation techniques resulting in reduced material waste by 20 percent and labor hours by 43 percent
- Instrumental in developing sales team's knowledge in the areas of sports memorabilia and collegiate athletics in order to provide customers with the information to find the right piece for them

Banterra Bank, *Carbondale, IL*

June 2016-August 2018

Home Loan Specialist

Advised prospective and future clients in all facets of mortgage operations to select the best possible fit for their situation.

- Analyzed client data to demonstrate personalized options for purchasing, refinancing, or renovation
- Compiled monthly reports to explain active, forbearances, and delinquencies
- Reconciled client expectations to the reality due to their financial situation

Southern Illinois University – ISAT, *Carbondale, IL*

May 2014-June 2016

Student Worker

Operated the front desk of the ISAT office and assisted with scheduling and various clerical duties.

- Scheduled semesterly classrooms for ISAT courses to avoid overlap with other campus programs
 - Processed course catalogs for ISAT annually
 - Conducted annual paperwork audit for all required files for the accreditation process
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EDUCATION

Southern Illinois University – Carbondale

May 2018

Master of Business Administration in Finance

GPA: 3.7/4.0

Bachelor of Arts in Business Economics

May 2016

GPA: 4.0/4.0