

David Sloan

Comstock Park, MI

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- Demonstrated achiever with knowledge of business administration, accounting, and economics.
- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas effectively.
- Extensive computer training, including knowledge of multiple networking environments and business software packages such as SAP, Oracle, RTI, Microsoft Excel & Access, and STATA.

WORK EXPERIENCE

Assistant Manager

Wendy's - Grand Rapids, MI - June 2006 to Present

Responsibilities

Cash management, training, operations management, supervision, adhered to local and regional safety laws, customer service, cleaning, and leadership.

Assisted many district managers in covering understaffed shifts at various stores.

Helped control inventory and staffing.

Skills Used

Leadership, Operations Management, Inventory Specialist, Training, and Customer Service.

Database Coordinator (HVAC Industry)

Hart & Cooley - Grand Rapids, MI - June 2014 to February 2015

Responsibilities

Manage Database entries, Inventory creation & Bill of Material (BOM) Creation, Assign distribution and manufacturing centers, Coordinate customer service inquiries regarding inventory, Ensure costing and pricing, Update daily maintenance logs, and Respond to Inventory inquiries regarding database implementation.

Coder

Pitney Bowes - Grand Rapids, MI - May 2005 to February 2007

Data Coder, Compulit (now Pitney Bowes)

- Coded sensitive information from documents into AS400 computer system.
- Successfully interpreted and re-coded insurance policies.
- Met coding quotas consistently.
- Maintained high coding standards on legal cases.

Site Manager

City of Grand Rapids - 2005 to 2007

Managed staff of four and over 50+ kids.

- Administered program effectively and safely.
- Completed all necessary paperwork in a timely manner.

2001-2003

EDUCATION

B.B.A in Business Economics / Philosophy

Grand Valley State University - Grand Rapids, MI
2011 to 2014

A.A. in English & Philosophy

Grand Rapids Community College - Grand Rapids, MI
April 2011

SKILLS

Oracle ERP, Inventory Management, Applied Statistics, Economic Research, Excel, Stata, SAP ERP, Writing, and Business Administration.

ADDITIONAL INFORMATION

Open to Relocation