

# DAVID J. CAIRNS

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## OBJECTIVE

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To obtain a position in human resources, administrative services, and/or compliance in a challenging environment that will maximize my positive interaction skills, effective problem solving, and ability to work under minimal supervision.

## EDUCATION

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<b>Malone University</b>	Canton, OH	April 2011
<i>Bachelor of Arts: Psychology Minor: Business Administration</i>		GPA: 3.2
<b>OHDELA</b>	Online	May 2007

## SKILLS SUMMARY

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- Experience using Word, Excel, Power Point, and Adobe software
- Proficient in verbal, nonverbal, and written communication skills
- Demonstrates leadership ability in action and word
- Possess strong listening skills and able to follow written and verbal instructions
- Capable of creating positive, hospitable environment; express feelings appropriately, anticipate people's needs and reactions; process human interactions; encourage, empower, and advocate for people
- Inclined to develop a plan and set objectives; anticipate problems and respond with solutions; develop realistic goals and actions to attain them; follow through, ensure completion of the task
- Calculate and perform mathematical computations; compile data and apply statistical analysis; create computer generated charts for presentation
- Team-oriented individual with good interpersonal skills
- Able to interact with various staff within and outside organization

## EXPERIENCE

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<b>LaTuchie Tennis Center</b>	Stow, OH	Fall 2010 -Present
<i>Certified Tennis Professional</i>		

- Administer skills instruction and motivational coaching for group and individual lessons for people of all ages
- Develop, schedule, and advertise group clinics
- Set goals for lesson's future performance and monitor progress
- Manage individual lessons by contacting members and non-members and setting up a weekly schedule

<b>Shady Hollow Country Club</b>	Massillon, OH	Spring 2009-Fall 2010
<i>Assistant Tennis Professional</i>		

- Create and market kid's summer programs and provide instruction for improving player's strokes and match performance
- Delegate on-court responsibilities to coworkers for drills and lessons
- Maintain pro shop by stocking inventory, taking phone calls, and answering member's questions

## ACHIEVEMENTS

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| • Earned USPTA Elite Professional rating                 | 2012      |
| • Awarded Captain of Malone University Men's Tennis Team | 2010-2011 |
| • NAIA Sportsmanship Award                               | 2008      |
| • Tennis Scholarship                                     | 2007-2011 |