

# ERIC D COOK

29 S. Alder, St Dayton, Ohio 45417 | (H) (937) 321-1044 | Ecook8540@gmail.com

## Professional Summary

---

To obtain a job that would enable me to use my skills as well as contribute to an organizations goals and which would provide excellent opportunities for career advancement and personal growth. To give the best quality service and demonstrate the competence that satisfies the company. Related Qualifications: Goal driven person who has experience in running businesses, responsibility for training others on the job, carrying out a job with little instructions whether in a team like atmosphere or working alone. I've also been in supervisory positions on numerous jobs. I believe in continuing a task until it's completed and of course done correctly. Have always worked well along with my co-workers. Dedicated to continuous process improvement in the face of rapidly evolving and changing markets. Extremely results-oriented and proactive in finding cost-effective solutions to company-wide problems.

## Skills

---

- Vendor sourcing and negotiations
- Customer relations
- Methodologies and deployment
- Methodologies and deployment
- Strategic planning
- New product introductions
- Inventory control
- Inventory control
- Accurate and detailed
- Professional and mature
- Articulate and well-spoken
- Flexible
- Maintains confidentiality
- Independent worker
- Works well under pressure
- Human resource laws knowledge
- Dedicated team player
- Extensive vocabulary

## Work History

---

### Archives Aid

07/2008 to 01/2014

#### National Archives & Records Administration – 8801 Kingsridge Drive

- Entered numerical data into databases in a timely and accurate manner.
- Scanned documentation and entered into the database.
- Reviewed medical records for completeness and filed records in alphabetic and numeric order.
- Added new material to file records and created new records.
- Organized forms, made photocopies, filed records and prepared correspondence and reports.
- Outlined the appropriate process and procedures necessary to fulfill and complete inquiries.
- Outlined the appropriate process and procedures necessary to fulfill and complete inquiries.

### Residential Advisor

08/2001 to 01/2003

#### Q.R.A

- Responsible for dispensing medicine daily,.
- monitoring clients when completing tasks, assisting with personal paperwork, planning events, financial planning, assessment in skills, transportation assistance, liaison between family, jobs and employee schedules.
- Achieved high staff morale and retention through effective communication, prompt problem resolution, proactive supervisory practices and facilitating a proactive work environment.
- Interpreted and communicated new or revised policies to staff.

### Dayton Board of Education

- Responsible for the transportation of children to and from school and events daily.
- Also spent time in elementary as a teachers assistant during the day.
- Trained new employees and served as a Stewart for the drivers union, as a liaison between the drivers and management, in negotiating settings.

## **Keyttering Medical Center**

- Analyzing data, directing, delegation of duties, supervising, stock.
- stock and inventory, performed precision work, trained new employees,.
- coordinated inventory daily and maintained computer systems.

## **Promotions Lead**

03/1994 to 01/2004

## **J. Jones Entertainment** – Cincinnati, OH

- Developed partnerships with local businesses to secure third party promotions.
- Created effective messaging using language, graphics and marketing collateral.
- Worked closely with clients to identify their needs and challenges and provide solutions-oriented campaign themes.
- Devised email strategies, including segmenting strategies, welcome email auto responders and training drip campaigns.
- Managed project deadlines and monitored milestones through completion stage.
- Proofed and approved production and printing drafts of promotional materials.

## **Education**

---

**Bachelor of Science:** Sociology/Social Work

Current

**Central State University** - Wilberforce, OH

[3.6] GPA

- Minor in [Social Work]
- Marriage and Family Therapy coursework
- Human Services coursework

**Associates Degree:** Sociology/Social Work

March, 9, 2007

**Central State University** - Dayton, Ohio G.P.

**Associate of Science:** Radio & Television

2007

**International College of Broadcasting** - Dayton, Oh

## **Certifications**

---

Para Legal

Electronics Residential

Real Estate Appraisal