

SAMUEL M. SCHLABAUGH

Denver, CO

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CORE QUALIFICATIONS

- Proficient with Microsoft Office (Word, Excel, Power Point, and Outlook)
- Exemplary customer relations
- Nearly 10 years sales/customer service experience
- Two (2) plus years cash handling experience
- Two (2) and one-half academic years as a proven student leader
- Strong, effective communication skills
- Project management & event planning experience
- Advanced organizational skills
- Adaptability and an unconventional problem solver

SKILL-SETS

Technical:

Microsoft Office Suite, Windows/Mac OS, Database Management, Typing (60 wpm), Data Entry

Professional:

Organizational Development, Office Administration, Event Planning, Communication, Adaptability, Leadership, Cashiering, Sales (retail and phone), Public Relations, Organization, Time Management

EXPERIENCE

Admin. Assistant

02/2009 – 09/2014

Pikes Peak Publishing, Manitou Springs, CO

- Managed/continually improved classified ad database
- Regularly processed classified ads by phone/email
- Answered multi-line phone and fielded queries from the public
- Typing (60 wpm), data entry, faxing, archiving, and document scanning

Delivery Driver

03/2006 – 01/2009

Pikes Peak Publishing, Manitou Springs, CO

- Increased total number of route stops by 25 two consecutive years
- Delivered four paper routes encompassing the Colorado Springs metro area
- Recorded relevant data, updated routes on monthly basis
- Maintained all racks/vending boxes on my routes

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President

01/2002 – 12/2004

UCCS Indies (student club)
University of Colorado at Colorado Springs

- Organized and cosponsored with student Democrat and Republican clubs a local candidates debate
- Increased club membership by 60% during tenure
- Facilitated and encouraged student involvement in civics

Current Affairs Committee Chair

08/2002 – 05/2003

Student Government
University of Colorado at Colorado Springs

- Planned and moderated with staff advisor five successful campus events
- Presented briefs on committee activities at bimonthly assembly meetings
- Deliberated and voted on campus events budget and other administrative matters

EDUCATION

Bachelor of Arts in Political Science, Minor in Theater

University of Colorado at Colorado Springs