

ZANE D. ARD

OBJECTIVES & GOALS

Seeking an entry level position in a professional line of work which can offer a stable career path for me as well as ensure a foundation towards fulfilling long term professional aspirations.

SUMMARY OF QUALIFICATIONS

- Very enthusiastic, pro-active, motivated and ambitious.
- Quick to absorb and retain new information and procedures.
- Very detail oriented individual with focus on maintaining functional workspace.
- Exceptional communication skills.
- Works and relates well with any level of business and management.
- Strong leadership qualities.
- Team builder and problem-solver who works well individually or within a team.

PROFESSIONAL EXPERIENCE

1/10 – Present U.S. Army National Guard TX/CO

Combat Medic/EMT-B

- Combat Training completed at Fort Benning, GA from May-August 2010
- Combat Medical/Health Care Specialist Training at the Army Medical Department located at Ft. Sam Houston, TX from June–October 2011.
- Graduated with honors and special acknowledgements.

8/10 – 6/11 Aquatechnologies Inc Dallas, TX

Branch Manager (Sales, Marketing & Development Division)

- Management of outside sales team, including but not limited to individual mentorship, sales training, product knowledge, marketing techniques, clientel follow-up, and other as needed operational duties.
- Responsible for maintaining quality of standards and assisting in implementing successful plans of actions for our sales team to help grow and expand their target marketing audience.

1/09 – 11/09 Volvo of Dallas Frisco, TX

Concierge Services/Shuttle Driver/Porter/Digital File Coordinator

- Provide transportation and concierge services for service center clientel, including but not limited to chaulfering, drop offs and pick ups of vehicles to and from repair shop and other as needed services.
- Maintanining the aesthetic appearance of service drive.
- Security patrol of clientel and dealer vehicles to ensure maximum level of safety and minimal probability for incident.
- Administrative work to include dispatch, ticket booking and auditing of labor and operation codes to fit within warranty guidelines to ensure proper billing.
- Implementing digital archiving system for service center hardcopy documents.

EDUCATION

Academy of Health Sciences Ft. Sam Houston, TX

Department of Combat Medic Training and the Army Emergency Medical Service

National Registry Emergency Medical Technician-Basic (EMT-B) certified

North Lake College Irving, TX

Attended Fall 2005 for general studies coursework.

Midwest Academy, Specialty Boarding School Keokuk, IA

Graduated 2005. Highlights: Youth Leadership Program, Team building seminars, Service Learning.

Computer Skills: Microsoft Applications: *Word, Excel, PowerPoint, Outlook, and Photo Editor.* Experience with variety of data entry programs, extensive internet and e-mail experience, etc. (70+/WPM)

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