

Joseph M. Seitz

5661 Coit Ave. NE

Grand Rapids, MI 49525

Please connect with me at www.linkedin.com/in/joeseitz

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PROFESSIONAL SUMMARY:

I am a highly motivated individual with a passion for conveying information. I enjoy helping others learn how to maximize their assets while gaining confidence in their skills and abilities. I love to be challenged and take on new tasks, and I am very enthusiastic about streamlining processes and increasing efficiencies. I have excellent interpersonal relations skills with the ability to comfortably speak to small and large groups. My written and verbal communication skills are said to be extremely effective and diplomatic at the same time. I enjoy working within a group of professionals as a team, but I welcome the chance to take ownership of a task or project and complete it independently; Either way I will see to it that any project is completed thoroughly and efficiently.

QUALIFICATIONS/TRAININGS:

In addition to experience, I have attended training/seminars in the following areas:

- | | | |
|---------------------------|------------------------|---------------------------|
| *Situational Leadership | *Customer Satisfaction | *Sales Techniques |
| *Campus Team Leadership | *Employee Relations | *Retention Sales |
| *Interviewing for Success | *Managing Conflict | *Compliance and Integrity |

ADDITIONAL SKILLS:

- Proficient with Microsoft Office suite: Word, Excel, Power Point, & Publisher
- Highly adaptable to new systems and software
- Ability to effectively interact with clients/coworkers in person or via technology

PROFESSIONAL EXPERIENCE:

Aug. '06-Feb. '14 Everest Institute Grand Rapids, MI

Career Representative/ Director of Career Services

Responsible for:

- Employer account development and relationship management
- Supporting the Career Services and other departments
- Data analysis and strategic planning in accordance with market needs
- Managing a team of up to 9 employees
- Achieve/exceed yearly reported accreditation outcomes for placement
 - *Top five in divisional outcomes (25 schools) every year as a director
- Collaborating with other departments to insure student's success, academically and in regards to employment
- Employee recruitment, development, and goal attainment
 - *Experience with Taleo recruiting systems
- Mentor in the Director of Career Services (DOCS) Development program
- Divisional "super-user" for new student management software
- Assisted in development and implementation of new training procedures
- Consistently a Regional/Divisional SME for new DOCS assistance as well as new processes and procedures
- Assisting students and graduates with their education and employment
- Developing, proofreading, and updating resumes
- Conducting various workshops regarding employment, professionalism, as well as creating and presenting a resume
- Finding job leads and helping to place candidates into available employment opportunities

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June '02-Aug. '06 Corrigan Moving Systems Grand Rapids, MI

Dispatch/Project Manager/Warehouse/Labor

Responsible for:

- Coordinating the sale and physical completion of all assigned projects
- Analyzing and forecasting labor and materials needed for assigned projects
- Scheduled local and commercial moves
- Customer relations, manpower delegation, and trouble-shooting
- In charge of several large commercial projects
- Obtained various new accounts
- Storage and accountability of customer's assets
- Managing general labor to ensure timely completion of tasks
- Customer satisfaction
- General labor

Nov. '00-June '02 Assurant Group Grand Rapids, MI

Sales Associate - Licensed Insurance Agent

Responsible for:

- Enrollment of new clients into existing policies
- Sales/customer service/retention/relocation/cancellation of insurance policies
- Trained several new groups of representatives from 5 to 12 employees
- Implemented many employee incentive projects

EDUCATION:

2010 - Present Cornerstone University Grand Rapids, MI

Bachelors in Business and Management

Areas of study:

- Business Ethics and Values
- Financial Fundamentals
- Principles of Marketing
- Entrepreneurship
- Leadership

*Anticipated completion late spring 2014

REFERENCES: Available upon request