

## **Jacki G. Swaisgood**

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### **OBJECTIVE**

I am determined and motivated to find a career that best suits my personality as a detail-oriented and disciplined individual, who loves challenges and working with a team.

### **SKILLS**

Shipping/Receiving	Leadership	Time Management
Computer Savvy	Purchasing	Event Management
Recruiter	Organized	Account Management
Budgeting	Multi-Tasker	Team Management

### **EXPERIENCE**

#### ***January 2011- Present Omar Associates, Project Manager***

I handle all the shipping and receiving of goods. I need to keep track of the inventory that is on hand, and what is needed for upcoming projects. I handle all quote requests, and purchase orders to vendors, as well as quote requests, order acknowledgements, and invoices to customers. Evaluate and research to find less expensive ways to supply our customers with quality goods. I handle all planning and budgeting of travel arrangements for our service technicians to and from domestic locations.

#### ***May 2010- December 2010 Dick's Sporting Goods, Footwear Sales Associate***

I was efficient in customer service, teamwork and communication with all associates and awareness of customers needs. I was knowledgeable of the differences between types, styles, and brands of footwear. Also needed to have a general knowledge of other equipment available to customers and where other items were located throughout the store. Needed to keep the footwear clean and organized, make sure displays were up to date and labeled correctly.

#### ***May 2008- June 2009 Sacred Heart School, Physical Education Teacher***

I was teaching physical fitness and health awareness to children in school starting with kindergarten through the eighth grade. Tried to pass along the values of good sportsmanship, respect for others, and worked on improving their hand eye coordination skills.

#### ***April 2004- August 2006, May 2007- May 2008 Copper Penny Bar, Manager***

I worked as a bartender at a local bar, and was responsible for counting and handling money, stocking coolers and closing down and locking the bar after hours. When I returned in 2007 I was promoted to bar manager, responsibilities became more involved from banking transactions, and communicating with many different vendors for ordering inventory, also dealt with promoting, advertising and scheduling of events.

### **EDUCATION**

Tiffin University, 155 Miami Street Tiffin, OH 44883 (419) 447-6443 [www.tiffin.edu](http://www.tiffin.edu)  
***Masters of Business Administration, 2004***

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***Bachelors of Business Administration/Sports Management, 2002***