

Minot Area Development Corporation

Available Resumes

Below are resumes from persons, skilled in business management, who are interested in moving to North Dakota. If you would like further information about any of the persons listed, please make note of the 'Resume ID' and contact the Minot Area Development Corporation at 701-852-1075 or email madc@minotusa.com.

Management – Business Administration

Resume ID ND-JAHC-01-10

Education B.S. in Business Administration

Work Experience SharePoint Designer, HR Systems Analyst, Professional Services Consultant, Human Resources Assistant

Skills HR/Payroll experience, Ceridian products, PeopleSoft, SQL, Crystal Reports, Query, administrative/secretarial support, migration/implementation experience, HRIS experience, Training - design and deliver to employees and managers

Resume ID ND-CJM-01-10

Work Experience Independent Sales Consultant, Strategic Account Manager, Manager of Operations, Advisor Technology Solutions, Project Relationship Manager, Client Support Lead, Client Staffing Manager, IS Solutions Project Lead, Project Manager

Skills Strong leadership skills, from managing call center operations to installation, training personnel, Extensive project management experience, Proven record of success with risk mitigation and management, preventing financial loss, damage to corporate/public image, client loss, and technology down time, Ability to effectively communicate with all levels of organization personnel

Resume ID ND-KJR-01-10

Education Masters of Science- May 2010, Bachelor of Arts

Work Experience Human Resource Generalist, Graduate Assistant for the Director of the Industrial/Organizational Psychology Department, Graduate Assistant as a Nursing Curriculum Advisor

Resume ID ND-EG-01-10

Education Bachelor of Science Business Management, Associate of Applied Science Automotive Technology

Work Experience Branch Manager, Assistant Manager, Food Service Supervisor

Minot Area Development Corporation

Available Resumes

Resume ID ND-JAS-01-10

Education Master of Science in Business Administration, Bachelor of Science in Education

Work Experience Owner / Partner, Senior Customer Service Planner, Planning and Scheduling, Senior Buyer/Planner, Team Leader – Materials & Master Scheduling, Senior Material Administrator

Skills Microsoft Product Suite (Excel, Word, PowerPoint), Green Belt Certified, Lean Enterprise Training Expert, Total Quality Leadership

Resume ID ND-VC-01-10

Education Bachelor of Science degree in Business Administration, Marketing

Work Experience Real Estate Sales, Weight Loss Consultant, General Contracting Assistant Project Manager, Project Coordinator, Territory Sales Manager, Office Manager

Skills MS Excel/Word/Power Point/Outlook/Project/QuickBooks, Construction Management: Estimates/contracts/costing/plans/coordination, read construction plans/specifications/related documents/drawings, Employee and contractor recruiting/qualifying/hiring/evaluations, Project Coordinator: Coordinate schedules/materials/contractors/vendors, Customer-focused, outgoing, results-driven, professional demeanor, Team player, coordinate efforts of partners to meet goals and deadlines, Independent, organized, effective problem solving capabilities, Strong relationship-management skills, excellent communication skills, Effective office and employee management experience

Resume ID ND-CMR-01-10

Work Experience Community Coordinator, Human Resources, Client Service Manager, Administrative Assistant, Human Resources Assistant, Branch Manager/Placement Coordinator

Skills Microsoft Office Suite, Lotus Notes, Lotus 123, Microsoft Word, Oracle HRIS Database, People Soft HRIS, Microsoft Excel, Flow Charts, Goldmine Database, Microsoft Access, WordPerfect, Windows

Minot Area Development Corporation

Available Resumes

Resume ID ND-LTB-01-10

Education Bachelor of Science in Business Administration

Work Experience Customer Service Associate, Crew Leader

Skills Productive working with diverse approaches and backgrounds, Able to recognize a need and create a business plan to meet demand, Capable of providing leadership in an array of situations, Successful as a problem solver, Proficient in Access/Excel/ PowerPoint/Word. Windows Operating Systems, Web Design using HTML

Resume ID ND-LC-01-10

Education Bachelors of Business Administration

Work Experience Store Manager, Co-Manager, District Manager, Store Team Leader, General Manager, Area Merchandise Manager, Management

Resume ID ND-JEG-01-10

Education BS in Mathematics/Chemistry, AA in Liberal Arts

Work Experience Director of Call Center Operations, Regional Customer Service/Sales Director, Consultant, Vice President-Sales, Senior Manager of Customer Service, Manager of Collections, Manager of Sales Operations

Skills Call Center Operations, Collections Operations, Operations of Modeling and Forecasting, Operations of Training and Mentoring, Multiple Teams Managed, Business/Operations Process Re-engineering, Union Environment Experience, Client Relationship Management, Business Planning and Results Management, Sales Leadership, Inside Sales/Outside Sales Expertise

Resume ID UM-CI-02-10

Education MBA, BSLS, AA

Work Experience Web Master, Catering, Researcher, Customer Service, Public Relation, Japanese Teacher

Skills Japanese, Dreamweaver, FrontPages, Photoshop, Fast Typing

Resume ID UM-OBD-02-10

Education Ph.D.-Applied Economics-March 2010, MA-Economics, BA-Economics

Work Experience Research Assistant, Teaching Assistant, Consultant, Research Officer

Skills Windows 95/98/Vista, Mac, EViews, GAUSS, Mathematica, MATLAB, STATA, SPSS, Working knowledge of SAS, Database, Spreadsheet, Excel/Access, C, C++

Minot Area Development Corporation

Available Resumes

Resume ID UM-EJK-02-10

Education BIS in Business Management, Sociology, and American Studies

Work Experience Meetings Intern, Orientation Leader, House Manager

Resume ID UM-AJH-02-10

Education Bachelor of Science Information Technology Management and Business Management

Work Experience Manager, Head Web Developer, Administrative Assistant, Computer Help Desk Employee

Skills Microsoft Word/PowerPoint/Excel/Outlook/Access, Dreamweaver, Fireworks, HTML, Leadership, Planning and Organizing, Problem Solving and Decision Making, Innovation and Creativity, Development of Subordinates, Interpersonal Skills, Customer Focus, Change Orientation/Adaptability

Resume ID NDSU-DK-02-10

Education Bachelor of Science in Business Administration-May2010

Work Experience Resident Assistant, Office Assistant

Skills Windows 95/98/2000/XP/Vista, Mac, Assembled Personal Computers, Hardware installations and configuration, MS Word/Excel/PowerPoint/Outlook/Publisher/PhotoShop

Resume ID NDSU-SK-02-10

Education Bachelor of Arts, Masters in Business Administration-May 2010

Work Experience Co-Manager, Assistant Manager, Self-Employed

Skills Microsoft Excel/Word/PowerPoint, Windows XP/98/2000/2003/Vista/7, Social Networking, Database Management, Website Management

Resume ID IN-KK-02-10

Education Master of Science in Management Information Systems, Bachelor of Technology

Work Experience Java Developer, Support Specialist Intern, Report Writer/Database Analyst, Software Engineer/Program Analyst

Skills Eclipse IDE, MS Office Suite, Winrunner, Clear Case, Clear Quest, CA Clarity, Visual SourceSafe 2005, ITSM, BusinessObjects KI, SPSS, Microsoft SQL Server 2000, Microsoft Access, Oracle 10g, DB400, Windows XP/Vista, IBM OS400, UNIX, JAVA,JSP, RPGLE, CL, CLLE, C++, HTML, SAS

Minot Area Development Corporation

Available Resumes

Resume ID ND-ELN-01-10

Education M.S.-Public Administration, B.S.-Education

Work Experience Fielding Leader, Joint Stars Director, Division Resource Manager, Director of Logistics, Director, Test Team

Skills Exceptional leads-by-example individual, excellent interpersonal and communication skills, innovative, enthusiastic, optimistic leader, PM Certifications, AFIT, CMMI, EVMS and 6 Sigma Classes

Resume ID ND-EB-01-10

Education Master Degree in Politics Economics, MSc in International Business and Management

Work Experience Faculty of Engineering, Techno mobility, G Force in Marketing,

Skills Proficient in Microsoft Office (Word, Excel, PowerPoint), Knowledgeable using Microsoft Access, Knowledgeable using Internet Explorer, Knowledge of specific software (N Vivo, SPSS), Italian native speaker, Excellent command of the English language (spoken and written), Basic command of the French language, Full driving licence

Resume ID ND-AET-01-10

Education Master of Project Management, Master of Business Administration, Bachelor of Science-Telecommunications, Associate of Applied Science-Electronics

Work Experience EMC Compliance Engineer/Project Manager, EMC Compliance Engineer Technician/Project Manager, Sales Auditor, Transmission Engineer, RF Electronics-Engineer Technician

Skills Windows 95/98/2000/XP/NT, MS Word, Visio, Project 2000/2002, Excel, Power Point, PageMaker, HTML Coding, LAN, WAN, Unix, C Programming, PC Repair (A+), Traffic Engineering, TCP/IP, Electronics Technician, AC/DC electronics, Oscilloscopes, Multi-meters, Spectrum Analyzers, Signal Generators, Soldering/De-soldering, Coax Cable Repair, Antennas (biconnical, log periodic, horn) high pass and band pass filters, Semi and fully anechoic chambers

Minot Area Development Corporation

Available Resumes

Resume ID ND-CS-01-10

Education B.A. in Business Management

Work Experience Business Developer, Construction Superintendant, Field Manager, Office Staff

Skills Project Management, Project Development, Word, Excel, PowerPoint, Internet, Budget Preparation, Estimating Capabilities, Supervision Experience, Customer Satisfaction, Scheduling, Report Preparation, Decision Making Skills, Excellent Communication Skills, Creative Abilities, Professional Presentations

Resume ID ND-DAN-01-10

Education BS in Civil Engineering

Work Experience Consultant, Vice President Land Planning, Vice President Residential Marketing, Corporate Vice President Product Development, Director Product Development, Manager Land Acquisition, Off-Site Purchasing Manager, Land Development and Project Manager, Tenant Improvement Division Manager, Tenant Improvement Coordinator

Resume ID ND-KS-01-10

Education Juris Doctorate, Bachelor of Science, Associate of Arts

Work Experience Service Delivery Manager, Project Associate, Partner, Attorney/Sole Shareholder, Associate Attorney

Skills Develop & Implement, Excellent Communication Skills, Client Relations, Management, Troubleshoot, Team Building, Public Speaking & Presentations, Problem Identification & Resolution, Business Impact Analysis, Plan & Organize, Project Management, Self-Motivated Independent Worker, Persuade & Create Buy-In

Resume ID ND-JI-01-10

Education B.Sc in Business Management

Work Experience Business Consultant, Instructor, Corporate Sales Manager, Marketing Director

Resume ID ND-SSH-01-10

Work Experience Transfer Station Site Attendant, Co-Owner, Operations Manager, Commodities Analyst, Purchasing Manger, Sales, Warehouse Manager

Minot Area Development Corporation

Available Resumes

Resume ID ND-KSR-01-10

Education Ph.D., MA/MS, BA/BS

Work Experience Special Projects Manager, Instructor/ESL, Central Human Resources, Lecturer, Research Assistant, Student Representative to Faculty, Teaching Assistant, Primary Trustee, Successor, Grant Writer

Skills MS Office 03 and 07 Suites, Eudora, FileMaker Pro, wikis, webinars, statistical software, demographic/mapping applications, open source, PeopleSoft, Reportmart1, Trovix, RegAdmin, Axess, Kronos, Adobe Designer, Dreamweaver, Drupal

Resume ID ND-BGO-01-10

Education BS-Accounting, MBA

Work Experience Certified Managing Consultant, Change Management and Training, Business Case Development/Organizational Strategy and IT Assessment, Software Selection and ERP Implementation Projects, VP Finance or Controller, Major Specialty Vehicle Manufacturer, Furniture Hardware Manufacturer, Men's Shoe Manufacturer, Construction Equipment Manufacturer

Skills Certified IBM Professional Consultant, PeopleSoft Enterprise, Certified Public Accountant, Certified in Lawson Software's INSIGHT version 7 & 8 financial modules, Certified in Infor SSA BPCS version 6 financial modules, Critical Analysis, Sarbanes-Oxley Act, IBM Delivery Excellence Award

Resume ID ND-MRF-12-09

Education BS in Business Administration/Management

Work Experience Installation/Implementation Consultant, Sales Force Automation Team, New Technology, Inc., US Army

Skills Bell Leadership, Novell CNE Training, Novell CAN Training, Navision Enterprise Certification, Navision Sales Certification, Microsoft Dynamics NV HR/Payroll Implantation/Sales Certification, Microsoft Retail Management Systems-POS/Store Operations Certification

Resume ID ND-FFB-12-09

Education BA in Business, MA in Organizational Development Management, BA in Organizational Development Management

Work Experience District Manager, Service Operations Manager, Adjunct Faculty, Business Consultant and Certified Business/Financial Broker, President/CEO

Minot Area Development Corporation

Available Resumes

Resume ID ND-DH-12-09

Education MBA in Management, BS in Systems Engineering

Work Experience Management Consultant, Director of Management Services, Information Systems Consultant, Technical Director, Staff Analyst, Project Leader, Application Programmer/Analyst

Resume ID ND-TCM-12-09

Work Experience Director/Call Center Sales & Support, Call Center Operations, Configuration Management Specialist, Information Technology Manager, Call Center Manager,

Skills Certified Call Center Manager, Microsoft Certified Professional, Certified Help Desk Manager, Certified Citrix Administrator, Windows 9x/200/XP/Vista, Windows Server 2000/2003, Citrix MetaFrame XP Server, Citrix Presentation Server 3.0/4.0, Citrix Secure Gateway Server, Microsoft SQL Server 200/2005, AS/400, Novell, Microsoft Office Suite, EMC eRoom Online Collaboration Tool, Blue Ocean Track-IT, BMC Service Desk, Solar Winds Orion, Good Sync, Sync Back SE, Active Directory, DHCP, DNS, TCP/IP, FTP, VPN, CA ArcServe, Symantec, Backup Exec, Remedy Ticket Tracking System, Norton/Symantec Ghost, Avaya CMS

Resume ID ND-DAC-12-09

Work Experience Senior Project Manager, President/CEO, NOC Center Technician

Skills AS Electronics, Naval Air Technical Training Center: Communications Fundamentals/Basic Electricity & Electronics/Advanced Electronics, Nortel Succession 3.0 QSP, Nortel Meridian Overview for Sales, Nortel meridian-1 Option 11C-81C release 23 familiarization , Nortel Meridian Application Training Multimedia Messaging Overview, Nortel CS1000 4.0 (Qualified Sales Professional, General Dynamics Project Management Achievement Award, PMP Certified, Green Property Advisor certified, Microsoft Office Suite, Business Manager, Adobe Acrobat

Minot Area Development Corporation

Available Resumes

Resume ID ND-RGM-12-09

Education Ph.D. in Business Administration, M.S. Construction Management, B.S. Construction Management

Work Experience Senior Project Manager, Project Executive, Executive Vice President, Project Executive, Program Manager, Director of Project Controls, Vice President, Construction Manager, International Construction/Operations Manager, Senior Construction Manager

Skills Project Planning/Execution, Design Leadership, Top Secret Clearance, Performance Management, Design/Build Expertise, Land Planning, Regulatory Approvals, Master Planning, Value Management, Multimillion Dollar Negotiations, Contract Administration, International Management

Resume ID DC-MQG-12-09

Education MB in Organizational Management & Development; BS in Physiological & Behavioral Psychology with Minor in Chemistry

Work Experience President/CEO; Program Manager & Senior Systems Analyst; Change Manager; Management II; Training & Organizational Management

Skills MS Office/Access; Training Specialist; Instructional System Design; Dale Carnegie Instructor; PM / RM; ISO 9000

Resume ID DC-RC-12-09

Education Bachelor of Science; Honors Diploma in Advance System Management

Work Experience Personnel Director and Training Officer; Security Manager; Chief Security Office and Head Administration; Personnel Manager; Instructor in Army School of Mechanical Transport

Skills Windows; MS Access; FoxPro; MS Office/Project; Lotus Office; Corel Suite; Adobe Suite; Open Office; Relational Database Management Systems; fluent in Punjabi/Hindi

Resume ID DC-TKC-12-09

Education MBA; BS from USAF Academy

Work Experience IT portfolio management; Schedule Management; Contract Proposals and Data Management; Senior Cost Analyst; Senior Functional Analyst; US Air Force Officer

Skills Top Secret Clearance w/Poly; PMP Certified; CPA

Minot Area Development Corporation

Available Resumes

Resume ID DC-MHR-12-09

Education BS in Engineering Sciences; Juris Doctorate

Work Experience Co-founder / Director of Restaurant Chain; MD-11 Instructor/Check Airman; Airline Captain; Founder of small regional airline; Chief of Standardization and Evaluation; Aircraft and Classroom Instructor

Skills Top Secret Clearance; successful small business owner

Resume ID DC-TK-12-09

Education Some coursework in Industrial Engineering

Work Experience Contract Recruiter; Recruiting Manager

Skills Experienced in staffing IT/Technical, Healthcare, Admin and Management level; C++; C; Visual Basic; Minitab; MS Office/Access; Database Design & Development; CAD; Desktop Publishing tools

Resume ID NDMB-12-09

Education Master of Business Administration, Bachelor of Science/Business Administration

Work Experience Project Specialist, Dependability Supervisor, Airport Operations Supervisor, Station Operations Control Lead, Lead Ramp Serviceman/Ramp Serviceman

Skills Advanced LEAN, USPS LEAN Academy, Absent Management System, Manpower Administrative Resource Suite, FMLA Manager's Excellence Seminar, Harassment & Discrimination Seminar, PeopleSoft, Microsoft Office (Excel, Word, Access, Visio, PowerPoint, Project Management), Typing 90 WPM

Resume ID ND-MDN-12-09

Education MBA in Business Management, BS in Sport Management

Work Experience Business Consultant, Assistant to Director of Continuous Process Improvement, Director of Concessions and Operations

Skills Analyze Available Data, Strategic Planning and Implementation, Managing Multiple Projects, Strong Communicator

Minot Area Development Corporation

Available Resumes

Resume ID ND-TS-12-09

Education Master of Business Administration, BBA in Management Information Systems

Work Experience Graduate Service Assistant, Management Trainee Airport Operation, Call Center Supervisor

Skills Applications: Microsoft (Excel, PowerPoint, Access, Tool, InfoPath, Publisher, Word) XML/ColdFusion MX; Systems: DOS/Windows NT/Windows Me/Linus/UNIX/Windows Vista; Designed Strategic Management Planning; Developed Strategic Marketing Plan; Developed Strategic Marketing Plan; Analyzed external and internal positions

Resume ID IL-KM-12-09

Education BSEE, MBA, MBB, Project Management Professional Cert

Work Experience Sr. Product Marketing Manager, Product Planning Manager, Sr. Engineer, Engineer

Skills Business Strategy, Intelligence and Governance, Customer needs Research and Synthesis, Directed Innovation and Experience Planning, Product/Service and Solutions Planning, Brand/Portfolio Management, Business Process Improvement, Product/Portfolio Development, Program Management/Change Management

Resume ID IL-KK-12-09

Education MBA in Human Resource Management, Bachelor of Commerce, Diploma in Computer Applications

Work Experience Scoping/Documentation/Budgeting, Team Leadership/Resource Allocation/Scheduling, Client Orientation/Project Assessment

Skills Analysis in banking and television media, maintaining budgetary control, organization,

Resume ID IL-LN-12-09

Education MBA, MS, ME, BS, ME

Work Experience Intern at Software Company, Engineer Trainee, Research Assistant

Skills Fluent in Chinese and French, Lean/Six Sigma Green Belt, Java, C#, .Net, JavaScript, Office Suite, MiniTab, FLUENT, Auto CAD, Pro-E

Minot Area Development Corporation

Available Resumes

Resume ID IL-RBB-12-09

Education Bachelors Degree in Management

Work Experience Sales Associate/Cashier, Accounts Receivable Clerk, Accounts Payable Clerk

Skills SAP, Oracle, Microsoft Word/Excel, Microsoft Windows XP, Advanced Electronic Spreadsheet

Resume ID ND-JET-11-09

Education Bachelor of Science Degree in Sports Management

Work Experience Marketing Intern; Office Assistant; Shift Leader/Co-Worker

Skills Proficient with Microsoft Office; Public Speaking and Writing Skills; Leadership; Big Brother and Everyday Advocate for Big Brother Big Sisters Program

Resume ID ND-DD-11-09

Education Bachelor of Business Administration and Marketing

Work Experience Vice President of Financial Network; Wholesale Director; Financial Planner/Operations

Skills Licenses in: Series 6, 63, 65 Securities; Real Estate; Life, Health, and Disability; American Marketing Association

Resume ID ND-JS-10-09

Education BA in Political Science

Work Experience Career Consultant; Corporate Recruiter

Skills Dynamic Works Certified; Competent in Microsoft Office-including Word, Excel, and PowerPoint; hardworking; dedicated

Resume ID ND-LT-10-09

Education Masters of Science; Bachelor of Science

Work Experience Owner/Manager of Business Strategist and Consultant Company; Associate Director; Health Planner; Supervisory Survey Statistician

Skills Organizational Development; Project Management; Product Marketing and Launches: Strategic Planning; Media Relations Outreach; Corporate Communications; Trade Show Production; Government Relations; Special Event Planning; Media Training; Corporate Spokesperson; Copywriting and Market Research.

Minot Area Development Corporation

Available Resumes

Resume ID ND-NM-10-09

Education MBA in Business; BS in Exercise and Sport Science

Work Experience Director of Social Media; Marketing Supervisor; Financial Representative; Assistant Manager; Management Trainee

Skills Sales and Marketing; Performance Management; Market and Program Analysis; Personnel Management; Business Development; Relationship Management; Contract Negotiations; Innovation; Strategic Initiatives; Customer Service; Business Planning; Social Media; Budget Management

Resume ID ND-CH-08-09

Education Masters in Human Resource Development, Masters in Management & Leadership, Bachelors in Humanities; Specialized training in First Sergeants Course, EEO & Affirmative Action, Employee Relations, Managing Employment, Employee Development, Recruitment & Selection

Work Experience 7 years experience SR HR Manager, Logistics Manager, Recruiter

Skills Human Resource Management, Leadership, Training & Development

Resume ID ND-JH-08-09

Education Bachelors in Business Telecommunications, Graduate Certificate in E-Business, Graduate Certificate in Training & Development, Workings on Masters of Business Administration, Information Systems

Work Experience Program Manager, Transfer Student Coordinator, Recruitment Representative

Skills Business Development, Project Management, Customer Service, Organizational & time management skills

Resume ID ND-KWS-08-09

Education Master of Science in Management

Work Experience Assistant Manager for Logistic Group in China; Teacher

Skills Intermediate-level Translation certificate of China Business English; Microsoft Word, Excel, Access, Powerpoint; Internet Proficiency (HTML, Frontpage); Hardworking, dedicated professional; Proficient in both English & Business Chinese

Minot Area Development Corporation

Available Resumes

Resume ID ND-MN-08-09

Work Experience Supervisor, Concessions Assistant, Assistant Manager/Banquet Manager

Skills Customer Service, Leadership, Communication, Planning, Problem Solver, Confident public speaker, Training of new workers, Administrative & Accounting duties

Resume ID ND-SLN-08-09

Education Travel Career Institute study in Management & Travel; Courses taken in Accounting, Management, Speech, Marketing, English, Maths & Economics

Work Experience General Restaurant manager, ND State Fair Caterer, Restaurant Worker

Skills Motivational Team Leadership; 20+ years in food service industry; Labor Relations & Efficiency; Inventory Planning & Control; Cost & Overhead reduction; Supplier & Vendor Management; Operation Budgeting; Restaurant Infrastructure & Problem Resolution; Menu Developing; Workforce Scheduling; Microsoft Word, Excel, Outlook & Publisher; YWCA Women of Distinction Award; First Aid & CPR Certified; Food Safety Certification; 8 years as food coordinator of Great Tomato Festival; 6 years as DECA State Convention Judge; Volunteer; Chamber Ambassador Team Captain; Notary Public

Resume ID OH-CP-07-09

Education Bachelor of Science in Management

Work Experience Business Analyst, Project Manager, Contract Compliance Manager, Contract Manager, Tax Content & Product/Compliance & Auditor Manager

Skills Project Management; Computer Skills-Microsoft Office, Visio, Palm Pilot, MS Project, Macintosh, IManage, DeltaView, LEXIS NEXIS/Thomson West, Saegis, Lotus Notes, ORACLE & RMS; Supervisory Skills; Organizational Skills; Research & Development; Budgeting; Instructional Skills; Contract Management; Strategic Planning

Minot Area Development Corporation

Available Resumes

Resume ID OH-DWR-07-09

Education Bachelor of Arts in Communications, Management Certification Workshops, 230 hours of professional training on functional topics including business practices, and management/leadership skills

Work Experience Project Analyst, Supervisor/Team Leader, Sales Force Manager, Educational Consultant, Slot Shift Supervisor

Skills Microsoft word, Excel Applications, Supervision, Creative Analytical team player, 20+ years customer service, Exceptional organizational & managerial skills

Resume ID OH-BE-07-09

Education Computer Science, Music Education

Work Experience Assistant Store manager, Assistant Manager, Store Director, Field Construction Representative, Seasonal Manager

Skills + years in Management Skills

Resume ID OH-SF-07-09

Education Bachelor of Science in Accounting

Work Experience Senior Manager, Operations, Director of Operations, Office Manager, Owner, Business Office Manager, Bookkeeper

Skills Accredited ACH Professional, 17+ hands on experience in the fields of accounting, payment processing, and treasury management

Resume ID OH-GL-07-09

Education Accounting, English of international trade business

Work Experience International Trading Department Manager, Key Account Manager, Acting Operation Manager, Purchase Manager/Business Development/Logistic Coordinator

Skills Fluent in Chinese and English, attended primary German course, 13+ years of comprehensive international trade business experience with Food & Pharmaceutical/Chemical emphasis, Global Market Experience, Organized, Target Market

Minot Area Development Corporation

Available Resumes

Resume ID OH-TTS-07-09

Education Masters in Business Administration, Bachelor of Science in Education, Bachelor of Arts in English

Work Experience Sales Associate, Unit Manager/Job Coordinator/Human Services Program Administrator, Job Placement Specialist, Employment & Training Representative/Instructor, Software Writer/Computer Lab Assistant/Office Assistant, Cashier

Skills Volunteer, Keen Problem Solving, Strong Verbal & Written Interpersonal Communication Skills, Organizational Skills, Office Management, Customer Service, 8 years Management Experience, 20+ years administrative experience

Resume ID OH-CNT-07-09

Education Bachelor of Arts in Psychology, Minor in Economics

Work Experience Fiscal Specialist, Logistical/Administrative Intern, Young Alumni Coordinator, Social Coordinator

Skills Planning & managing events; Handle large projects; Researching multiple projects; Operations Management; Analyze business trends and financial data; Excellent written, oral, and interpersonal skills; Public Speaking; Experience with diverse groups of people; Customer Service; Computer Skills

Resume ID OH-RJK-07-09

Education Master of Business Administration, Bachelor of Science Industrial Engineering, Bachelor of Arts in English

Work Experience Project Manager, Implementation Planner, Regional Economic & Workforce Development, Events & Conferences, Executive Director, Entrepreneur

Skills Computer Skills: Microsoft Office, Email, Internet; Speak a little Spanish, Wrote two textbooks for learning the Mandarin Chinese Language, Broad business management experience, Exceptional writing, communication, and presentation skills; Extremely credible in Chinese Interactions; Creative; Problem Solving; Launched several small businesses

Minot Area Development Corporation

Available Resumes

Resume ID OH-CJR-07-09

Education BA in Social and Behavioral Sciences: Emphasis in Sociological Research Methods and Practices

Work Experience Account Executive/Account Management, Research & Development Analyst, Market Research Manager

Skills Software- SPSS, Visual Basics, Excel, Word, Access, Powerpoint; 9+ years of rapid advancement in positions providing research; Program/Project Management; Database Management; Vendor/Supplier Relations; Market Research & Analysis

Resume ID ND-ARH-06-09

Work Experience Food Services Multi-Unit Supervisor, Food Services General Manager , Food Services Assistant Manager

Skills Developed workshops for training and development, Awarded Manager of the Year for North Central Region Pizza Hut, Strategic Planning, Marketing, Customer Service

Resume ID IA-DR-04-09

Education Bachelors of Business Administration in Business management; Attended Executive Trainee Program in buying, visual financial, distribution, store operations, accounting, collections and merchandising

Work Experience Customer Service Manager

Skills Public speaking, writing, trend analysis, P&L statements, Microsoft Office

Resume ID IA-JSA-04-09

Education Gold Level ACT Work keys Career Readiness Certificate 2009

Work Experience Multi-Store General Manager, Phone Banker

Skills 15+ years experience as operations manager, customer service, progressive sales

Minot Area Development Corporation

Available Resumes

Resume ID OH-JP-03-09

Education College coursework

Work Experience Regional Manager, Quality Assurance Manager, Area Manager, Sort Supervisor, Lead Sorter

Skills Strategic planning, budget management, project management, operations management client relationship management, change management, quality control, audit administration

Resume ID OH-HRH-03-09

Education Masters of Science in Logistics Management, Bachelor of Science in Pre-Medical Biology and Chemistry, Logistics Plans and Programs School

Work Experience Director, Senior Manager of Process Engineering and Design, Time and Material Contracts for Logistics Programs Manager

Skills Network design and implementation, Strategic/tactical planning and analysis, operations management, cross-functional team building, supply chain management, linehaul operations, project management, integrated logistics, US Postal Service Business Development

Resume ID MI-JDA-02-09

Education Masters Degree in Human Relations, Bachelor of Science in Business Administration

Work Experience Plans & Operations Manager

Skills Public speaking, customer service, communication, finance

Resume ID MI-GET-02-09

Education Associates Degree in Industrial Tool Engineering, Dale Carnegie Course

Work Experience Sales Manger, Sales Engineer, President, Administrative Manager, General Manager, Project Manager/Department Manager, Design Leader, Contractual Design Engineer

Skills 10 years experience as General Manager, 12 years experience in supervision, 13 years experience in Mechanical Design and Project Management, Manager Quality System Training 100, MS Office

Minot Area Development Corporation

Available Resumes

Resume ID MI-RAD-02-09

Education Masters of Management, Bachelor of Business Administration in Operations Management and Industrial Marketing, Specialist Certification in Occupational Health & Safety

Work Experience Corporate Occupational Safety/Loss Control Specialist, Senior operations Supervisor

Skills Evaluation and control of human factors in the workplace; JIT, GRP and MRP systems

Resume ID MI-KF-02-09

Education Masters Degree in Human Relations, Bachelor of Arts Degree in Psychology

Work Experience Operations and Training Manager, Head of Personnel and Training, Director of International Customer Service and Training

Skills 6 years government management experience; customer service, international affairs, new employee training, supervision

Resume ID MI-TWR-02-09

Education Bachelor of Science in Printing Management

Work Experience Production Coordinator, Jobbing Sales Coordinator, Estimator

Skills 30 years experience in all phases of the printing industry; management; purchasing

Resume ID MI-AMH-02-09

Education Bachelors Degree in Business Administration, Associates in Legal Studies, Certificates in Advanced Studies in International Business, Multi-Cultural Relations and Real Estate

Work Experience Operations Manager, Acting General Manager, Merchandise Manager, Import/Export Specialist, Compliance Auditor

Skills MS Office, customer service, retail sales, compliance audits, human resource management

Minot Area Development Corporation

Available Resumes

Resume ID MI-GB-02-09

Education Bachelors Degree in Business Management

Work Experience Senior Account Executive, Business Consultant, Technical Sales Consultant, Account Executive, Commercial Account Representative, Account Manager, Sales Representative, Sales Manger

Skills Sales, vendor relations, negotiating, hiring key personnel

Resume ID MI-JC-02-09

Education MBA in Management; Bachelors of Business Administration in Accounting; Associate of Arts

Work Experience Consultant/Accountant; Controller/Administrative Manager; Interim Quality Manager; Controller

Skills Budgeting, cost analysis, streamlining

Resume ID MI-JFD-02-09

Education Bachelor of Science in Commerce/Accountancy; Certified Public Accountant

Work Experience Vice President of Operations; Vice President of Finance and Operations; Director of Planning & Development, Manufacturing & Distribution

Skills Strategic and operational planning, business process reengineering, cost analysis and containment, financial research and analysis, technology and system oversight, operating improvements/change management, budgeting and supply chain planning, team leadership and development, interpersonal communication, six sigma and lean processes

Resume ID MI-JLM-02-09

Work Experience Buying Assistant, Category Manager

Skills JD Edwards EnterpriseOne, AS-400, Microsoft Office, Microsoft Publisher

Resume ID MI-WLB-02-09

Work Experience Associate Manager, Front House Manager, Crew Leader

Skills Hiring, Training, Payroll, Deposits, Inventory, Scheduling and Advertising layout

Minot Area Development Corporation

Available Resumes

Resume ID MN-DC-08

Education B.A. Social Sciences, State University of New York, NY

Work Experience Human Resource Manager, Corporate Safety Manager, Sales Representative

Resume ID CO-JJW-11-08

Education MBA, International Business; BS, Elementary Education

Work Experience Facility Manager, Sales Representative, System Information Specialist, Executive Administration Specialist

Skills Management, Fundraising, IBIS program with Oracle application 11i, GEM, SIS with Avnet and Moca, RFQ with Oracle Install Base

Resume ID CO-MH-11-08

Education MBA, Business; BS, Electrical Engineering

Work Experience Business Manager, Senior Product Manager, Field Clinical Representative, Quality Supervisor/Senior Quality Engineer, Manufacturing Engineer

Skills Management, product development, manufacturing, quality, sales, marketing.

Resume ID MI-JAL-10-08

Education Bachelor of Science in Business Administration

Work Experience US Navy Sonar Technician, Submarine Command; US Navy Recruiter; Correction/Training Officer; Office Manager/Personal Assistant; Independent Professional Long-Haul Truck Driver/Trainer

Skills Microsoft Vista, XP, PowerPoint, Office, FrontPage; Adobe Acrobat; Sanddune Scheduler; QuickBooks; Pro-Series Tax; Public Speaking; Instructional Design; Multimedia Presentations; Management

Resume ID MI-DP-10-08

Education B.S., Business Administration; A.A., General Studies

Work Experience Millwork Manager, Commercial/ Contractor Sales Manager, Store Manager

Skills Management, Project Management, Human Resource Development, Customer Service, Sales, Conflict Resolution, Microsoft Office, Windows, CAD, QuickBooks

Minot Area Development Corporation

Available Resumes

Resume ID MI-BFJ-10-08

Education MBA in Banking; Bachelors of Business Administration

Work Experience Case Manager/Training-Client Service Unit; Senior Consultant; Vice President

Skills Senior Staff Training; Risk Management; Strategic Planning; Sales & Marketing; Contract Negotiations; P&L Management; Systems Administration; Multi Location Management; Budgeting & Accounting; Financial Analysis; Human Resources; Business Acquisitions; DLEG Policies Management; Design Curriculum

Resume ID MI-JHC-10-08

Education B.S. in Business Administration, Major-Accounting

Work Experience Accounting Manager, Budget Manager, Chief Financial Officer,

Skills Financial accounting, planning, budgeting, analysis; Supervisory; Hiring; Management

Resume ID MI-JAL-10-08

Education Bachelor of Science in Business Administration

Work Experience US Navy Sonar Technician, Submarine Command; US Navy Recruiter; Correction/Training Officer; Office Manager/Personal Assistant; Independent Professional Long-Haul Truck Driver/Trainer

Skills Microsoft Vista, XP, PowerPoint, Office, FrontPage; Adobe Acrobat; Sanddune Scheduler; QuickBooks; Pro-Series Tax; Public Speaking; Instructional Design; Multimedia Presentations; Management

Resume ID MI-GMJ-10-08

Education Bachelors of Applied Science in Business Administration, Marketing Concentration; Associates Degree in Arts, Business Administration Concentration

Work Experience Co-Manager

Skills Management, Microsoft Office

Resume ID MI-MLW-10-08

Education Master Education, Bachelors in Business Administration

Work Experience Supervisor, Material Handler, Operator

Skills Process Molding, Molding Operator 2

Minot Area Development Corporation

Available Resumes

Resume ID MN-BH-08

Education B.A. Business Administration & Marketing, Minot State University, ND

Work Experience Director of Workforce Management, Center Operations Manager, Program Manager, Customer Support Supervisor

Skills Staff planning, scheduling, planned, organized, and managed the startup of a call center

Resume ID MN-MG-08

Education B.S. Marketing & Management, UND, ND

Work Experience Operations Director, Project Manager, Supply Chain Planner, Senior Inventory Analyst

Resume ID MN-TH-08

Education B.S. Marketing, Metropolitan State University, MN

Work Experience Owner, Department Head, Franchise Team Trainer

Skills Owned & Operated independent full service meat and seafood market, hired and trained staff

Resume ID MN-GR-08

Education B.A. Finance & Management, Minot State University, ND

Work Experience General Manager, Store Team Leader, Assistant Store Manager, Area Manager

Resume ID MN-JB-08

Education Levitz Management Training

Work Experience Assistant Operations Manager, Project Manager

Resume ID MN-TV-08

Education A.A.S. Microcomputer Support Specialist, St. Paul College, MN

Work Experience Legal Docketing, Office Manager

Minot Area Development Corporation

Available Resumes

Resume ID MN-SO-08

Education National Association of Church Business Administration, University of St. Thomas, MN

Advertising, UND, ND

Work Experience Coordinator of Administration, Parish Secretary, Executive Legal Secretary

Skills Proficient Typist, problem solving, budgeting & financial Management

Resume ID MN-MP-08

Education B.S. Business Administration, UND, ND

Work Experience Employment Specialist, Administrative Assistant, Advertising Clerk, Wedding Consultant

Skills Designed marketing materials, knowledgeable of most computer software, familiar with web site planning

Resume ID IL-TD-07

Education B.A. Business Administration Columbia College of Missouri, IL

A.S. Computer Science College of Lake County, IL

Work Experience Senior Business Systems Analyst, Project Manager, Programmer analyst, Lan Administrator