

Bryan William Burns

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SUMMARY

Outgoing, hardworking go-getter with a strong proven background in sales and general business operations is looking for a ground floor opportunity with a potential for advancement into the management level. Focus is on people skills, both with peers and customers. Specific skills include:

- Employee Training
- Customer Service
- Scheduling
- General Office and Computer Skills
- Cash Handling
- Auditing/Accounting
- Assigning Work / Employee Oversight
- Direct Sales

ACHIEVEMENTS

Sales

- Consistently led all Wichita area offices in monthly sales results.
- Led promotions sales office in monthly results over 90% of the time.
- Recruited new talent through cold calls and canvassing large events.
- Group leader in door-to-door results on a consistent basis.

General Business Operations

- Handled all paperwork transactions and filing for work team, coordinated corrections with team members and trained them on proper transaction procedures.
- Performed scheduling operations for 12-person sales staff, assigned geographic boundaries and managed personnel issues.
- Responsible for all night shift operations of 110-room hotel with 250-seat conference complex.
- Called and set appointments, interviewed, and "closed" students to enroll.
- Student services—facilitated student council meetings, implemented new ideas for charitable causes, counseled students with all issues.

EXPERIENCE

ITT-Technical Institute , Sylmar, CA <i>Educational Institute</i> Admissions	2007- Present
PCI Health Training Center , Dallas, TX <i>Educational Institute</i> Admissions and Student Services Representative	2005-2007
Wireless Retail, Inc. , Wichita, KS <i>Retail phone sales</i> Sales Associate	2002-2004
John Robert Powers Modeling and Acting , Valencia, CA <i>Modeling and Acting Promotions and Representations</i> Admissions / Promotions	2000-2002
Howard Johnson at Oak Hills , San Antonio, TX <i>Hotel Operations</i> Front Desk Supervisor / Night Auditor	2001-2002
World Wide Circulation , St. Claire Shores, MI <i>Magazine Sales</i> Independent Contractor / Car Handler	1998-2000

EDUCATION

Antelope Valley College , Antelope Valley, CA One year of general education studies	2001
Regional Occupational Program , Santa Clarita, CA One year of hotel/restaurant management	1998
Valencia High School , Valencia, CA GED from Golden Oak Adult School	1997