

# Jack Black

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Carbondale, IL 62901

618-453-5555

## EDUCATION

Southern Illinois University Carbondale (SIUC), Carbondale IL

*Bachelor of Science: Business Administration*

August 2010 - May 2012

GPA: 3.37/4.0

John A Logan College

*Associate of Arts*

Emphasis: Business Administration and Marketing

August 2008 - May 2010

GPA: 3.54/4.0

## PROFESSIONAL EXPERIENCE

Petco, Carbondale, IL

*Manager/Retail Sales*

September 2010-Present

- Responsible for the design of physical displays in a new business environment
- Create logical, effective and economical maintenance programs for upkeep of large pet store
- Extensive retail and customer service experience
- Involved in strategic planning for future growth and expansion

Aquatic Designs, Carbondale, IL

*Manager*

September 2007-August 2010

- Solely responsible for operation of business in absence of owner during extensive illness
- Hired, terminated, trained, supervised and motivated staff of 9-12 employees
- Responsible for purchasing, accounting, inventory control
- Created marketing flyers, contacted media and coordinated special events
- Provided custom installation quotes for large scale orders
- Liaison between vendors and inventory needs and represented owner at annual trade show
- Worked 60 hours+ week
- Promoted from retail salesperson to manager after two years

Verizon Wireless, Carbondale, IL

*Intern*

June 2007 - August 2007

- Organized technical manuals for hundreds of Verizon Wireless devices
- Created a library and computerized search system for manuals and over 1,000 confidential materials

## SKILLS

Windows XP, 7, Server 2003, 2008 Access, Excel, Power Point, Front Page

Minitab for Statistical analysis Java, Pascal, Basic, UNIX, and C++

Web design and internet sales Bulk purchasing

## MEMBERSHIPS

Saluki CEO Corps, SIUC

August 2012 - Present

Blacks Interested in Business, SIUC

January 2012 - Present

American Marketing Association, SIUC

August 2011 - Present