

# Jeffrey Sawchuk

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570-575-6108

Authorized to work in the US for any employer

## Work Experience

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### **Logistics Account Executive**

Total Quality Logistics (TQL) - Independence, OH  
August 2016 to February 2017

- Managed supply chain logistics requirements of 10+ companies' per week.
- Utilized competitive quoting, negotiation skills, and budgetary/cost-containment strategies to close sales.

### **Management Trainee/ Intern**

Hertz - Naples, FL  
November 2015 to July 2016

- Achieved individual sales goals and customer service goals
- Grew sales utilizing business-to-business sales tactics
- Supported achievement of location sales and margins

### **Server**

Nino's Thick n' Thin Italian Restaurant - Fort Myers, FL  
October 2014 to December 2015

- Greeted guests and recorded drink and food orders ensuring accuracy
- Suggested food and drink specials to guests in order to increase sales
- Delegated food preparation responsibilities at the beginning of shifts

### **Sales Representative**

Naples, FL  
October 2013 to March 2015

- Created and managed company's Instagram and Facebook accounts with weekly updates
- Marketed items using social media outlets in order to meet daily sales goal of \$1,000
- Assisted with email and direct mailing preparation

### **Manager/ Server**

Moravelas Italian Restaurant - Naples, FL  
July 2011 to November 2013

- Managed four servers and three kitchen staff
- Maintained daily revenue accounts by counting and tracking daily profits

### **CAMPUS/ COMMUNITY INVOLVEMENT**

- Programming Board, Event Planning Board for Florida Gulf Coast University

- Coordinated campus surveys
- Pi Kappa Phi, Founding Father
- Assisted with chartering preparation
- Harlem Heights Foundation, Fort Myers, FL
- After school program volunteer

## Education

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### **Bachelor of Science in Business**

Florida Gulf Coast University - Fort Myers, FL  
December 2015

## Skills

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Teamwork, Word, Excel, Office Management, Customer Service, Powerpoint, Social Media Marketing, Mac OS X, Windows, Research, Typing, Sales, Filing, Logistics

## Links

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<https://www.linkedin.com/in/jeffrey-sawchuk-8a1a77101>

## Additional Information

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### RELATED SKILLS AND TRAINING

- Microsoft Office: Word, PowerPoint, Excel, Outlook
- Familiar with Statistical Package for the Social Sciences (SPSS)
- Basic Spanish

### RELEVANT COURSEWORK

- Market Research, Consumer Behavior, Market Strategy, Fundamentals of Communication, Operation Management, International Marketing, Real Estate Fundamentals, Valuation of Real Property, Real Estate Investing Decision Marketing, Business Finance, Florida Real Estate License Law
- Marketing Research: Prepared statistical data for Gulf Shore Magazine on consumer research