

ERIC WRIGHT

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PROFILE: **Sales:** results-driven performer in a competitive sales environment
Communication: skilled communicator with diverse populations
Organization: experience creating and maintaining tracking systems in Excel
Leadership: effectively supervised a team of 12 employees

EDUCATION: **California State University, Chico**
Masters of Public Administration May 0000
Bachelor of Arts in Liberal Studies May 0000

Study Abroad: Universidad Nacional, Heredia, Costa Rica
Coursework Emphasis: City Management

EXPERIENCE: **Sales Associate**
Lennox, Inc., Chico, CA 0000 - present

- Achieved the ranking of #1 sales associate for 0000, out of 11 employees, for selling 22% of total department sales
- Communicated between various vendors to promptly receive merchandise and deliver to customers
- Maintained effective communication between customers and managers to improve the quality of customer service

Fundraising Internship August 0000
United Way of Butte and Glenn Counties, Chico, CA

- Placed cold calls to potential donors and set up meetings with local non-profits, providing education about the United Way's mission
- Accurately created a database on MS Excel to track donors and donations
- Established donation goals based on total donations received in prior years and communicated new goals to management
- Facilitated fundraising opportunities to secure funds throughout the fiscal year

Swim Instructor Supervisor/Lifeguard
Paradise Parks and Recreation District, Paradise, CA summers 0000 - 0000

- Supervised a team of 12 lifeguards and swim instructors
- Generated staff and work schedules to maximize facility use and revenue
- Acted as liaison between pool staff and patrons, demonstrating ability to manage and communicate with diverse populations
- Implemented and enforced safety procedures; conducted a wide variety of staff trainings to ensure public and employee safety

HONORS & ACTIVITIES: Kappa Delta Pi Honors Society
Chico State Bowling Club
Red Cross Certificates in CPR, Title 22, Life Guarding, Instructor Training and First Aid