

## Christopher J Cave

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School · 30 West 2<sup>nd</sup> Street · Oswego, NY 13126  
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### Objective:

Enterprising business student with high self motivation, growing professional experience and desire to move into a sales or management position. Excel in team leadership, problem solving, researching future markets, staff management, customer relations, and project management. Technical proficiency includes MS Word, Excel, PowerPoint, Alpha 5 database system.

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### Education:

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

State University of New York at Oswego

Deans List: Fall 2005

May 2006

Oswego, NY

Related Courses: Leadership, Change Management, Strategic Management, Operations Management, Organizational Behavior, Human Resource Management, Marketing Principles, Principles of Accounting, Corporate Finance, Public Speaking, Business Law

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### Professional Experience:

#### *Text and Operations Manager*, Kraftees Collegetown, Oswego NY

2002-Present

- Researched possible changes in markets within the industry and new business strategies
- Educated and trained 8-10 staff members on day to day operations and various projects and developed scheduling to cut costs on salary pay
- Managed and lead staff through month to month projects
- Strong customer relations with college faculty, customers, suppliers
- Networked with college faculty throughout campus making suggestions and taking orders

#### *Landscaper*, Earthworks, Landscaping, Ontario NY

2001

- Worked with lawn mowing crew on day to day obligations
- Assigned responsibilities to be completed in a timely manner
- Worked hard to lead group and accomplish tasks

#### *Sales Associate*, K-Mart, Webster NY

1999-2001

- Trained in many different fields with emphasis on customer service
  - Worked on commission based sales within the electronics department
  - Handled cash and closing responsibilities within various departments
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### Extracurricular Activities & Achievements:

#### *President*, Sigma Tau Chi, Oswego NY

2004

- Worked with alumni to restructure fraternity policy and begin organizational change
- Interacted with Student Association and Fraternal Council to implement new changes in the Greek system on campus

#### *Vice President*, Sigma Tau Chi, Oswego NY

2002

- Organized local can drive for NYPD department

#### *Realtor sales license*, Greater Rochester Association of Realtors, Rochester NY

2005

- Completed 45 hour real estate salespersons qualifying course
  - Passed New York State Real Estate licensing exam
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### Computer Skills:

Proficient with: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Alpha Five Database system

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