

R. VAN EDWARDS B.B.A.

Central Stores & Receiving

678-839-6571

vedwards@westga.edu

Occupational Strengths

- Bachelor's degree in Management
- Proven Supervisory and Leadership Skills
- Professional Oral and Written Communication Style
- Computer Literacy, (Windows, Inventory and Management databases)
- Excellent Analytical and Research Skills

Relevant Skills

Project and Database Supervision

- Ensure integrity of dual database systems while developing systems and methods for seamless flow of information.
- Train employees on various areas of dual management and inventory systems.
- Successfully reorganized physical inventory systems to coincide with database needed and created methods streamlining procurement processes for inventory management and historical tracking.
- Successfully developed and implemented parcel tracking system protocol to insure seamless transfer of materials from vendor to purchaser
- Adept in the presentation and coordination of a team oriented environment.

Interpersonal Communication

- Demonstrated ability for interacting with wide range of clientele.
- Promoted through several positions due to exceptional job performances.
- Actively involved with co-workers utilizing a participatory teamwork approach.

Employment History

Manager of Warehouse (Mercer Listing) , Auxiliary Services, University of West Georgia, Carrollton, Georgia (1998- Present)

Electronic Technician, Communications Department, Facilities and Maintenance, State University of West Georgia, Carrollton, Georgia (1993 – 1998)

Southeast Distribution Manager, Wellington Industries, Atlanta, Georgia (1990-1991)

Sales Manager, Yamaha Corporation, Piano and Organ Outlet, Williamsburg, Virginia (1989-1990)

Self-Employed, Edwards Cabinets and Fixtures. Bremen, Georgia (1980-1989)

Education

B.B.A. Management, University of West Georgia, June 1993

Program Accredited by the American Assembly of Collegiate Schools of Business (AASB)

Property / Casualty, Licensed Agent - State of Georgia, November 2001.

Leadership Development Program, University of West Georgia, April, 1999

