

# Tom Haverford

Pawnee, IN 47404 – 888-9736-1247 – t.haverford@example.com

## **SKILLS**

Growth-oriented

Resilient

Personable

Public Speaking

Creativity

Problem-Solving

Communication

Attention to Detail

Management

Organization

## **EMPLOYMENT HISTORY**

### **Owner/Executive Manager**

*Tom's Bistro – Pawnee, IN 47404 – 02/2014 – Present*

- Developed and promoted high-end dining location for Pawnee residents and tourists.
- Reviewed employment applications and managed staff to align with business values and perform outstanding customer service.
- Maintained and tracked business inventory for multiple departments, including clerical, culinary, and environmental services.

### **Owner/Executive Manager**

*Rent-A-Swag – Pawnee, IN 47404 – 11/2012 – 07/2013*

- Created customer-focused retail business based on fashion for youth clientele.
- Executed excellent customer service through client consultations and effective policy communication.
- Managed and maintained inventory while acquiring additional products to expand services and meet customer needs.

### **Co-Founder/CEO**

*Entertainment 720 – Pawnee, IN 47404 – 06/2012 – 07/2012*

- Initiated and maintained relationships with local businesses to promote marketing and event services.
- Organized a variety of business-related and personal functions and coordinated entertainment for events.
- Hired and managed employees dedicated to fostering a professional and energetic environment.

### **Stakeholder/Promoter**

*The Snakehole Lounge – Pawnee, IN 47404 – 11/2011 – 02/2012*

- Participated in decision-making to enhance business revenue and increase foot traffic.

- Developed and marketed business-driven beverages.
- Ensured compliance with law enforcement policies and city ordinances.

**Assistant to the Deputy Director**

*City of Pawnee Parks and Recreation Department – Pawnee, IN 47404 – 05/2007 – 04/2014*

- Coordinated and managed park reservations for the city of Pawnee.
- Assisted with organizing and executing city forums concerning policy and ordinance changes.
- Collaborated with city departments to progress Parks Department projects and initiatives.

**EDUCATION****Associate degree Public Administration**

*Pawnee Technical College – Pawnee, IN 47404*

**High School Diploma**

*Bennettsville High School – Bennettsville, SC 29512*