

# Haiden M. Bradley

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Present Address: 115 1st Street, Charleston, IL 61920 217.111.1111 hmbradley@gmail.com

## OBJECTIVE

An opportunity as a management trainee or management support position in Peoria.

## EDUCATION

Eastern Illinois University, Charleston, IL

**Bachelor of Science in Business**

December 20xx

Major: **Business Management**

Cumulative GPA: **3.37/4.0**

**Study Abroad, Maastricht, Netherlands**

May 20xx – June 20xx

**Danville Area Community College, Danville, IL**

August 20xx - May 20xx

## RELATED COURSEWORK

Financial & Managerial Accounting

Human Resource Management

Management Information Systems

Managerial Communications

Business Financial Management

Operations Management

International Business

Strategic Quality Management

Project Management

Business Law

## SKILLS

Computer: MS Project, Access, Excel, PowerPoint, Word, Prezi

Professional: Leadership, Accountability, Customer Service, basic employment law

## EMPLOYMENT HISTORY

Event Organizer and Supervisor, Panther Catering, Charleston, IL February 20xx – Present

- Review contracts for on and off site catering; plan staffing and delegate responsibilities.
- Supervise set-up, service and tear down for catered events serving 20-400 persons.
- Engage with client with continuous communication in order to drive satisfaction and proactively identify problem areas.

Student Manager, Panther Dining, Charleston, IL

August 20xx – December 20xx

- Served as lead worker and trained new students on serving, set-up, tear-down and proper food handling procedures.

Busser/Food Handler, Panther Dining, Charleston, IL

January 20xx- August 20xx

- Worked quickly and respectfully on behalf of guests. Fulfilled responsibilities and demonstrated flexibility by assisting other team members.

AVID Tutor/Office Assistant, Danville District #118, Danville, IL August 20xx-May 20xx

- Listened carefully to student questions and instructed students in a step by step process to better use the AVID functions.

Cook/Closer, Kentucky Fried Chicken, Danville, IL

July 20xx-November 20xx

Janitor, Bowman Marathon, Danville, IL

December 20xx-July 20xx

Cashier/Closer, Arbys, Danville, IL

August 20xx-February 20xx

## ACTIVITIES

Delta Sigma Pi (20xx- Present)

- Served on Professional Speaker Committee and Formal Dance Committee