

Brandon Curtis

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Objective

Currently pursuing a career in the business industry.

Education

MCMURRY UNIVERSITY | 2016 - PRESENT

- Major: Bachelor in Business Administration
- Current GPA: 3.83
- Expected Graduation: 2019

Skills & Abilities

MANAGEMENT

- Management Experience – Retail and Food Service

COMPUTER SKILLS

- Average words per minute – 60
- E-mail including but not limited to Outlook, Thunderbird, and other general programs
- Internet including but not limited to Internet Explorer, Firefox, Chrome
- Peripheral devices
- General programs including but not limited to Power Point, Flash, Excel, Word
- Basic knowledge of office equipment, 10-key, multi-line systems

AWARDS & ACCOMPLISHMENTS

- McMurry University Deans List – 2017
- Completion of state certification for Pre-Service Academy for a security facility - 2006

ADDITIONAL EXPERIENCE

- Retail Associate Experience – 5 years
- Security Experience – 3 years

Experience

MAIL CONTRACTOR | RICOCHET EXPRESS | 2015 - 2017

- Responsible for delivery of high priority mail. Required to follow a consistent on time delivery schedule on a daily basis.

DELIVERY EXPERT | DOMINOS PIZZA | 2008 - 2015

- Customer Service within the food industry.