

Scott Wilson
10948 Woolwich Way
Mather, CA 95655
Home 916.363.1770
scottsmail95819@yahoo.com

Objective:

To obtain a challenging and gratifying position that will allow me to utilize my skills as a manager and continue to grow as a leader.

Education:

University of Phoenix, Sacramento, CA. 05/2002-11/2005, Business Management
Sacramento City College, Sacramento, CA. 09/1998-06/1999.

Work Experience:

08/05-03/07: Facilities Coordinator II- **ACC Capitol Holdings Corp.**

OSHA compliance, hazardous materials training and compliance, monthly safety training for all employees, HVAC maintenance, maintain Facilities Budget, and contractor management. Coordination of fire systems testing and maintenance, alarm systems testing and maintenance, security camera system testing and maintaining, and security badge program maintenance. Manage and plan relocations for corporate employees. Coordinate space planning, project planning, supervised the IT efforts, managed vendors such as janitorial, security, mailroom, outfitters, building maintenance, plants, medical, and vending.
Applications used: MS Outlook, MS project, Lotus Notes, Word, Excel, Power Point.

03/03-08/05: Facilities Coordinator- **University of Phoenix**

Coordinate day rental program including: - Marketing - Developing new contacts - Billing - Compiling weekly room rental report - Creation and negotiation of contracts - A/R tracking. Billed outside income and ensure that all other income is collected no more than thirty days of room rental. Develop three new contacts each month to ensure that the rental program continues to expand and meet budget. As the Facilities Coordinator I improved the Room Rental program from an average of \$2000.00 per month to more than \$30,000.00 per month within two years.

11/02-03/03: Customer Service Associate- **Lowe's**

Assist customers with needs, answer questions, responsible for inventory. Responsible for assigning work lists for employees.

06/02-11/02: Electrician- **Precision Electric/Stadler Electric**

Perform duties such as wiring homes for new construction, trouble shooting and service calls.

05/99-06/02: Counter Sales/ Inside sales- **Platt Electric Supply**

Developed and processed sales orders. Assisted customer's with walk-in orders. Ordered and stocked inventory, inventory counts, and product research. Began as an administrative assistant, worked in the warehouse, moved up to counter sales, and left as an inside salesman.

04/96-05/99: Manager/Assistant Manager- **Lemon Grass/LaBou Restaurants**

Responsible for hiring and firing of employees, scheduling, ordering of materials, training of employees, daily paperwork, bank deposits and daily, weekly and monthly inventory.

Personal and professional references are available upon request.