**Andrew Theodor Saylor**

Brookfield, WI 53045

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**OBJECTIVE:** Seeking an internship as an Apprentice Baker where I can utilize my attention for detail and initiative.

**SKILLS & ABILITIES**

Management

* Trained and supervised three personnel into an Administrative Assistant position
* Instructed and directed the new Inventory Manager months before leaving my position to pursue school full-time

Communication

* Prepared organizational memos, wrote official correspondence, and maintained reports
* Relayed information about company training directly to company upper management
* Handled all communication between advertising companies and the owner, including five annual contracts
* Consistently displayed attention to detail and reliability in previous jobs

**EXPERIENCE**

Delafield Small Animal Hospital **Inventory Manager** 01/2012 - 04/2014

Delafield, WI

* Served as sole employee to oversee and manage inventory for large private veterinary practice
* Purchased $10,000 - $12,000 of medication, food, and other supplies monthly
* Worked with little to no supervision from practice owner
* Effectively set my own work hours in relation to each week’s anticipated workload
* Set sale prices for retail merchandise according to fair mark-up value
* Managed approximately five annual advertising contracts for the clinic

United States Army **Lead Administrative Assistant** 10/2008 – 10/2011

Ft. Hood, TX; Iraq

* Compiled and maintained personnel records for 125 personnel at one time
* Answered directly to the unit’s First Sergeant and Commander
* Advised senior managers on training requirements and company statistics for over 100 soldiers
* Designed and implemented a more efficient personnel information tracking system
* Created PowerPoint presentations, calendars, and weekly planners

**EDUCATION**

**Art Institute of Wisconsin** Currently attending full-time in pursuit of Associate in Baking & Pastry. Expected graduation: Spring 2016. Current GPA: 3.93

**TAPS Series Certificate (Food Safety Training), 12/2014**

**University of Wisconsin-Milwaukee** Received Bachelor of Arts in Psychology with a minor in Comparative Literature in May of 2014. Final GPA: 3.43

**U.S. Army** Specialized Training: Leadership, Diversity, & Communication

References available upon request