

Jim Burton

480.XXX.XXXX | jimburton@XXXXXX.com | linkedin.com/in/URL | City, State

SUMMARY OF QUALIFICATIONS

Passionate about creating solid, successful work teams through empathetic and assertive communication, forward thinking, and establishment of smart goals. Recognized and awarded “Leader of the Year” and contributor to a 25% increase in employee productivity.

Microsoft Office | Engaged Leader | Change Management | Training & Development | Process Improvement
Attention to detail | Project Planning | Driven to Succeed | Employee & Task Scheduling

EXPERIENCE

- Conducted resource planning and budgeting and tracked costs to ensure adherence to approved budgets; resulted in a 5% increase in revenue.
- Established well-defined policies and goals which resulted in a positive work establishment and energetic company culture; ranked one of the 100 best places to work in Phoenix.
- Instructed 2 work departments on project requirements and acted as a manager and mentor to more than 50 new employees.
- Developed and implemented strategies which resulted in achievement of goals and a high level of customer satisfaction; consistently awarded high performance rankings.
- Managed individual and team pressures with ease and consistently worked within specified deadlines.
- Recognized for consistently building productive teams despite organizational changes and re-engineering.

EMPLOYMENT

Manager/Technician, Applied Technology Center, Phoenix, AZ, November 2011- April 2020

Leader/Operator, Burton LLC, Tempe, AZ, July 2008- November 2011

Assistant Manager, Whole Foods, Phoenix, AZ, September 2003- April 2008

EDUCATION & TRAINING

Bachelor of Science Degree, Business Management, ASU, Tempe, AZ