# 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