

# **David R. Moffett**

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## **Objective**

To obtain a position that I can utilize my skills in management, sales, and customer service to be an asset to the company.

## **Work history**

### **Advance America**

Palm Coast, FL

Position: Assistant Manager

Duties: Processing loans for new and existing customers. marketing, sales, customer service, and collection duties. Responsible for running daily reports, performing held check audits to insure state compliance as well as answering the phones and updating the state database and customer files regularly.

Dates Worked 11/12 to Current

### **Sunshine State Official Association Inc.**

Volusia County, FL

Position: Official

Duties: Officiating sporting events

Dates Worked 04/12 to Current (seasonal)

### **Legal Recovery Systems Inc.**

Daytona Beach, FL

Position: Sales Manager

Duties: Managing sale team and report account activity daily and weekly also included obtaining new sales accounts and managing current client's personal and commercial accounts via phone, internet and fax

Dates Worked 08/11 to 01/12.

### **Evergreen Sales and Marketing**

Daytona Beach, FL

Position: Sales and Marketing Agent

Duties: accountable for proactively marketing and selling telecommunications services to existing and prospective residential and commercial accounts via outbound and inbound phone contact. As well as setting up marketing accounts with marketing companies via outbound phone contact.

Dates Worked 02/11 to 08/11

**Product Quest**

Holly Hill, FL

Position: Line Leader/Zone Leader

Duties: Running multiple production lines simultaneously. Manage 5 to 25 people ensuring that they are doing their various jobs on the production line while maintaining quality and efficiency during the production of cosmetics goods (lotions, gels, sunscreen, and continuous spray products). Assist with line set ups and job changes as well as performing preventative maintenance on all equipment required to perform the job.

Dates Worked 10/09 to 11/10

**Sapa Extruder / Indalex aluminum solutions**

Connersville, IN

Position: Utility

Duties: loading and unloading of trucks keeping the press stocked with supplies  
Equipment used Forklift, Combo lift, Cranes, and Yard dog used to pull 53 ft trailers in and out of docks. Performed weekly preventative maintenance on all equipment used.

Dates Worked 3/08 to 9/09

**Belden / Manpower**

Richmond, IN

Position: finish put-up machine operator and shipping

Duties: operating put-up machine billing finished goods and taking them to shipping docks

Equipment used automated wire spooling machine, Forklift, and hand operated lifts

Dates Worked 9/07 to 3/08

**Advantage Ford**

Connersville, IN

Position: Car Salesman

Duties: Selling cars and calling new and old leads to generate appointments to sell cars.

Dates Worked 3/07 to 9/07

**Defender Direct**

Indianapolis, IN

Position: Call Center Rep.

Duties: Inbound telemarketing to set up new accounts with dish network and attended management training

Equipment Used Phone and Computer

Dates Worked 6/06 to 3/07

**Nationwide Subscriptions/ Empire Sales**

Buford, GA

Position: General Manager

Duties included hiring, training, holding meetings to motivate sales, book keeping, and car repairs as well as keeping 15 to 30 sale agents motivated.

Dates Worked 4/95 to 6/06

**Education:**

Connersville High School Graduate General Studies

Connersville Area Vocational School Graduate in Technical Drafting

Indiana East University 2 years of Mechanical Engineering and Business school.

**References:**

John Dillard: Community Development Dir., City Engineer-City of South Daytona

386-590-8594

Julie Mras: Vice president Empire Sales

702-287-2096

Paul Andrea: Personal Banker Fifth Third Bank

386-871-6120

