

Thomas Jordan West

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OBJECTIVE: To obtain a full time position in sales, customer service or another communications based field in Western New York.

EDUCATION:

2007-2010 Buffalo State College, Buffalo, NY
* Completed a BA in Communications (Media Production)
2005-2007 Keuka College, Keuka Park, NY
* Transferred to Buffalo State
2001-2005 Honeoye Central School, Honeoye, NY
* Completed a HS Diploma in Technology

SKILLS:

- * 10 years experience with MS Office / Windows Environment
- * 7 years developing for the Internet / Mac Environment
- * 7 years experience developing with HTML, Photoshop
- * 7 years experience with customer service
- * 3 years experience in production and editing media
- * 2 years experience in sales
 - * Extremely organized with a keen eye for detail
 - * Strong written and oral communication skills

EXPERIENCE:

2010-2011

Sales Associate, Canandaigua Motorsports

I was the full-time sales person responsible for helping customers throughout each stage of the buying process. I also was responsible for web development and event coordinating.

2006-2007

Web Assistant, Keuka College

For my college work-study I assisted in editing, updating and maintaining the Keuka College website. I was nominated for the Presidential Award for work-study.

2005-2008

Front End/Service Desk, Wegmans

Operated the bottle redemption center as part of the customer service desk, along with cashiering and general store maintenance.