

COLIN ANDREW

P . O . B O X 6 0 4 1 3 • W A S H I N G T O N , D C 2 0 0 3 9 •
P H O N E (2 0 2) 5 6 0 - 9 1 1 8 • M I O B E L A M O R @ A O L . C O M

OBJECTIVE

To secure a position with an agency that will allow me to build on the knowledge gained through my sociology degree and to utilize my teamwork, customer service and clerical skills.

QUALIFICATIONS AND SKILLS

- Ability to effectively build, motivate, and manage a team.
- Extensive computer knowledge, including MARS, Radiant, Icon and RUMBA systems.
- 45 wpm typing speed; experienced with Microsoft Office 2007 & 2003, Word Perfect and office equipment.
- Proven ability to manage costs in supervisory roles.
- Excellent written and oral communication skills.

EXPERIENCE

1/08 – Present **Contemporaries Inc.**

Administrative Temp

Silver Spring, Maryland

(301) 565-0446

- Answered and relayed phone calls to proper staff.
- Responsible for entering and researching claims in RUMBA database.
- Responsible for filing and archiving claims files.
- Responsible for supporting other claims staff member with their case loads.

7/03 – 12/07 **TGI Fridays**

Server & Facilities Manager

Rockville, Maryland

(301) 231-9048

- Trained in ways to properly serve food to guests, set up tables, and use a professional attitude in a contemporary dining environment.
- Responsible for contracting and supervision of maintenance trades.
- Reorganized stock room to improve staff access to supplies and ensure timely completion of weekly inventory.
- Completed all guests' orders in a timely fashion while keeping up with side work and assisting in hosting duties.

11/02 – 9/03 **ODYSSEY**

Server

Washington, DC

(202) 488-6032

- Set up dining hall with proper place setting for lunch, brunch and dinner.
- Worked with co-server and server assistant to effectively maintain 100% guest satisfaction and provide guests with a rewarding Odyssey experience.
- Completed all guests' orders in a timely fashion while keeping up with side work and assisting in hosting duties.
- Trained in ways to properly serve food to guests, set up tables, and use a professional attitude in a dining cruise environment.

11/01- 09/02 **Hoyt's Cinema Corp.**

Alexandria, Virginia

Assistant Manager

(703) 262-9133

- Responsible for hiring and training of new associates.
- Handled payroll/HR, weekly numbers, and inventory data.
- Reorganized stock room and concession stand to improve staff access to supplies and ensure timely completion of weekly inventory.
- Assisted with corporate office mailings and invoice processing

8/01 – 3/02 **Regal Cinema's Inc.**

Rockville, Maryland

Facilities Manager

(301) 340-9432

- Responsible for contracting and supervision of maintenance trades
- Substantially renovated interior walls and trim to original condition
- Installed durable surface protection in high-traffic work/activity areas

1/01-7/01 **American Multi Cinemas**

Washington, DC

Operations Manager

(202) 842-3757

- Maintained inventory for concession operations & supplies
- Shared in the hiring and training of all new associates.
- Handled payroll / HR, weekly numbers, and inventory data.
- Assisted with corporate office mailings and invoice processing.
- Reorganized stock room and concession stand to improve staff access to supplies and ensure timely completion of weekly inventory.

4/00 – 12/00 **Regal Cinemas Inc.**

Arlington, Virginia

First Assistant Manager

(703) 527-9730

- Shared in the hiring and training of all new associates.
- Handled payroll / HR, weekly numbers, and inventory data.
- Updated and QA'd database of past and present employee information.
- Assisted with corporate office mailings and invoice processing.
- In charge of all building maintenance systems and subcontractors.
- Reorganized four stock rooms and three concessions stands to improve staff access to supplies and ensure timely completion of weekly inventories.

7/98 – 4/00 **United Artist Theatre Circuit**

Bethesda, Maryland

Assistant Manager

(301) 718-9449

- Hired and trained new associates.
- Streamlined scheduling procedures and shift inventories.
- Handled weekly scheduling and task assignments.
- Entered staff information into company database and created personnel files for each employee.
- Reorganized stock room to improve access to supplies.

EDUCATION

UNIVERSITY OF MARYLAND EASTERN SHORE
Princess Anne, MD 21853

(2002-2007)
BA, Sociology
Cum Laude

MONTGOMERY COLLEGE
Rockville, MD 20850

(2004-2005)
OSHA Certification
Carpentry Certificate
HVAC Certificate

DUKE ELLINGTON SCHOOL OF THE ARTS
Washington, DC 20007

(1995-1999)
Vocal Major

AWARDS AND RECOGNITION

UNIVERSITY OF MARYLAND EASTERN SHORE DEANS LIST
MONTGOMERY COLLEGE DEANS LIST

(2003-2004 & 2005-2007)
(2004-2005)

MEMBER OF PHI KAPPA PHI HONOR SOCIETY

MEMBER OF WHO'S WHO AMONG COLLEGE STUDENTS