

Brandon McCollister

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EDUCATIONAL BACKGROUND

Ohio University (*Athens, Ohio*)

Bachelor of Business Administration (2009)

Major: General Business/Marketing

- Completed Ohio University's Business Cluster program working with Miracles For Life, a non-profit organ and tissue donor organization, gaining valuable experience in leadership, planning, time management, and analytical problem solving through the development of a specialized business plan
- Received additional instruction in Management, Accountancy, Finance, Business Law, Management Information Systems, and Communications
- Achieved Dean's List Honors and member of the American Marketing Association

WORK EXPERIENCE

Shift Leader, Family Video Movie Club (2010-2011)

- Accounted for management and administrative duties, including: bookkeeping, payroll control, new employee interviewing and orientation, employee training and development, as well as setting weekly performance criteria
- Received several pay raises and positive customer comments as a result of exceeding sales goals and providing excellent customer service
- Arranged bi-annual customer appreciation events for FVMC

Youth Monitor, Guernsey Department of Job and Family Services (2005-2006)

- Supervised 120 employees through a county-wide summer work program
- Prepared employee payroll and scheduling
- Responsible for disciplinary and corrective actions of employees
- Conducted and supervised a leadership group for exceptional employees
- Organized visitations and orientations of local area businesses for leadership group

Parts Associate, Cambridge Motorsports LLC (2003-2007)

- Provided assistance in sales, ordering, receiving, and customer service of parts, merchandise, and accessories for motorcycles and all-terrain vehicles
- Performed minor repair work on motorcycles and ATVs
- Received increased compensation for exemplary work