

Robert Tarter

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Objective

To achieve a managerial position where my supervisory and training skills are utilized to their fullest and my creativity and talent for innovation is challenged to the utmost

Achievements

Attained highest sales in company history, from ground up started 3 companies in various fields, accomplished in employee training and supervision and utilization of creative management skills, competent liaison with insurance providers, have worked up to 60 hrs./week to insure success

Skills

Proficient trouble-shooter, superb people skills and communications, extremely dedicated, certified ABE & GED tutor, excellent team player, highly experienced supervisor and trainer

Education

- 2009 Occupational Safety and Health Administration 30-hour training certification
- 2008 MicroSoft Certification in Word, PowerPoint, Access, Excel, Publisher
- 2005 Certification of Supervision, Owens Community College
- 1982 Associates degrees in Science and Business, Wilmington College
Certificate of AOT Completion

Experience

- 2003.2004 **Cowtown Corporation (W.G.Grinders Restaurant)** Kettering, Ohio
Operational Director
 - Excelled at sales & forecasting, maintaining tight inventory control, business-to-business networking
 - Achieved 3-month outside & inside sales goals in 2 weeks, 35% of total sales volume for two locations
 - As acting Human Resources Manger, retrained staff to attain higher sales volume & staff retention, set up and designed delivery routes
- 2001.2003 **Harvest Maintenance Properties** Dayton, Ohio
Owner
 - Managed all aspects of business in commercial properties maintenance
 - Supervised and trained workers, negotiated contracts, outsourcing maintenance
 - Excellent supplies and production coordination, customer service, and field management
- 1996.2001 **Accurate Gutter and Roofing** Dayton, Ohio
Manager
 - Superb hands-on installation supervision, in typically 60+ hrs./week
 - Achieved company start-up to financial success in 5 years per plan
 - Excelled at ordering materials, planning & detailing job blueprints & graphics
- 1990.1996 **Runyon Construction** Centerville, Ohio
Journeyman Master Carpenter
 - Highly proficient in framing, roofing, and siding
 - Extremely skilled in concrete framing, pouring, and finishing
- 1989-1990 **Attack Pest Control** Dayton, Ohio
Owner
 - Innovative daily operations
 - Licensed professional operator over number of employees