

Curtis Hubbard
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Objective:

The objective is to procure an entry level management position which affords me the opportunity to gain experience and practical application of skills learned while simultaneously utilizing my talents for oral and written communication, leadership and organization.

Employment:

Fall 2012. *Intern, Today for Tomorrow Incorporated*, Savannah, GA. Duties were to assist the Executive Director with the planning, coordination and administration of the Fundamental Academy. Today for Tomorrow Incorporated is a nonprofit community improvement corporation which provides management support to local businesses, collaborative support to other nonprofits and operates the Fundamentals Academy (a summer camp/ summer school program) each summer.

2008- Present. *Shipping Department Trainer, Depal Point of Contract, Target Distribution Center T-3808*, Midway, GA. Duties Shipping department trainer- ensures that all shipping employees have the knowledge and training to perform job functions safely and efficiently. Depal Point of Contact- responsible for team that processes freight from the inbound and warehousing storage department to shipping department.

Education:

Fall 2010- May 2013. *Savannah State University Business Management Major (BA)*. Savannah, Georgia

Skills/ Training:

I am Proficient in Windows Vista, Windows 7 and Windows 8; Microsoft Office (Microsoft Word, Access, Excel and PowerPoint); typing (45 words per minute); use of Office Machines; written and oral communication. I have basic knowledge of Quicken Books and Accounts Payable/ Receivables and Payroll.

Community Involvement:

Salvation Army Angel Tree Program, Big Brother/ Big Sister Savannah, GA, United Way of Savannah, GA, Target Community Volunteer

Reference:

J Bryant, Executive Director Today for Tomorrow Inc.
Clay Headden, IT Coordinator Carpet Bus Sales
Adam Chandler, Team Leader Target Distribution Center

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