

**Stanley Strusowski**  
806 W. 13th Street Apt. C  
New Castle, Delaware  
19720  
[stanstru@yahoo.com](mailto:stanstru@yahoo.com)  
302-521-3174

### **OBJECTIVE**

To exceed your company's expectations by completing projects and tasks diligently, and helping your business achieve success in the marketplace.

### **EDUCATION**

Wilmington University  
Year of Graduation: May 2009  
Major: Bachelor of Science in Digital Filmmaking and Studio Production  
GPA: 3.20

### **ACHIEVEMENTS**

- Academic Dean's List Spring 2009 at Wilmington University.

### **GENERAL QUALIFICATIONS**

- Word Processing skills, Spreadsheet utilization skills, Retail POS systems, Data Entry, Computer Literacy, CRM usage experience, Non-linear Editing, CAD Design, Telephone & Email Correspondence.
- Experience in managing 8-10 employees.
- Possess valuable skills in researching & applying information acquired from the internet.
- 6+ years of Business Development & managing the needs of clients on a contractual basis.
- 3+ years of experience in IT systems & maintenance.
- 2+ years of Accounting Experience.
- 7+ years in Call Center, Inbound/Outbound Marketing.
- 7+ years experience in Marketing, Customer Service, Office and Retail Environments.
- 8+ years experience in Video Production.
- Possess excellent writing and verbal communications skills.

### **EMPLOYMENT HISTORY**

**Dynamic Remodel & Repair, LLC.** - Office Manager & Marketing (*September 2014 - January 2015*)

- Handled all reports for ROI, lead information & market research.
- Managed and tracked the results of Outside Marketing Representatives.

- Inbound/Outbound Marketing via phone & email to prospective customers.
- Coordinating Salesforce by scheduling their appointments and providing customer support to their clients.
- Confirming Sales Appointments via phone, text & email.
- Experience in administrative duties by handling phone calls, relaying to appropriate managers & entering customer data into the company's CRM system & providing reports to upper management.

**RTA Cabinet Hub** - Kitchen Designer & Marketing Representative (*February 2014 - September 2014*)

- Taking inbound calls from customers & prospects; answering questions, handling shipping & transit issues.
- Utilizing CAD Software to design Kitchen layouts and drawings provided by prospects.
- Operating QuickBooks to draw up price quotes & packing slips.
- Inbound/Outbound Marketing & Correspondence via phone/email to prospective customers.
- Operating Online E-Commerce software (Big Commerce, WordPress & Magento) by processing orders.
- General Website Design & enhancement for SEO & Marketing purposes.
- General Market Research duties & compiling databases.

**First State Contractors, Inc.** - Business Development Manager (*March 2014 - September 2014*)

- Utilizing & Optimizing the Google AdWords Platform for SEO/Advertising to generate sales leads.
- Managed a monthly Marketing Budget & delegated it to different methods of lead generation on a month-to-month basis.
- Assisted Project Manager/Estimator by writing proposals, managing sales schedule & confirming his sales appointments.
- Handled all reports for ROI, lead information & market research.
- Experience in secretarial duties by handling phone calls, relaying to appropriate managers & entering customer data into the company's CRM system.
- Setup, coordination and teardown for exhibits, events & homeshows.

**PJ Fitzpatrick, Inc.** - Customer Relations & Marketing Representative (*July 2012 - January 2014*)

- Generating leads by door to door flyering & marketing as a homeshow representative.
- Inbound/Outbound Marketing via phone & email to prospective customers.
- Confirming Service/Sales Appointments via phone & email.
- Operating the showroom floors, marketing products to visiting prospects & various customer service duties.
- Assistant to the Crew Leaders & Business Development Manager for various duties.
- Set up, coordination, teardown for various exhibits & events.

**First State Exteriors, LLC.** - Marketing Manager (*September 2011 - May 2012*)

- Managed & maintained a staff of 8-10 employees to meet performance goals of the department.
- Assisted Project Managers by writing proposals & confirming their sales appointments.
- Handled all reports, payroll, HR paperwork & new hire training.
- Experience in secretarial duties by handling phone calls, relaying to appropriate managers & entering customer data into the company's CRM system.
- Setup, coordination and teardown for exhibits, events & homeshows.

**Video City Productions** - Film/Video Studio Technician (*April 2011 - February 2012*)

- Experienced in Film/Video Studio editing.
- Transferring 8mm & 16mm film formats into a digital format.
- Assisting owner in running events by marketing their services and editing video on the spot.
- General post-production, clerical office & data entry duties.

**PJ Fitzpatrick, Inc.** - Team Leader (*October 2009 - July 2011*)

- Generating leads by door to door marketing & as a homeshow/tradeshow representative.
- Operating the showroom floors, marketing products to visiting prospects & various customer service duties.
- Managing a crew of 8-14 representatives & motivating them to produce leads.
- Assistant to the Crew Leaders & Business Development Manager for various duties.
- Set up, coordination, teardown for various exhibits & events.

**Wilmington University** - Classroom Technology Associate (*February 2008 - May 2009*)

- Maintenance of PC & Macintosh Labs.
- Remote access to computer systems & servers by doing necessary maintenance on firmware & hardware.
- Assisting students with PC/Mac issues & signing out media equipment.
- Helping professors prepare their classes by providing them with classroom materials & equipment.
- Running basic errands for Department office.

**Gamestop, Inc.** - Game Advisor (*October 2007 - October 2008*)

- Selling & advising customers about their purchases and recommending other purchases.
- Operated the store's Retail POS System with cash handling experience.
- Basic cleaning/maintenance of store & stocking merchandise for customers.

**References Available Upon Request.**