



**PURPOSED DESIGN**  
Learning & training shouldn't be a chore.

**CORDELL'S  
RESUME**

### Education

Bachelor's Marketing & Management ■ Washburn University ■ Topeka, Kansas  
May 2003 ■ GPA 3.46 (4.0 scale)

### Work Experience

#### **Purposed Design:**

2021 - Current ■ A/V Editor

Tasked with taking the raw footage shot by or for client's and turning it into the final product. This means following an outline, script and assembling the footage into one cohesive video or audio output used in training. Responsibilities include reviewing all the footage, both audio and video, and creating the best output by cutting and connecting various footage, adding sound effects and graphics and fine-tuning the completed training audio or video.

#### **Citywide Maintenance:**

2016 - Current ■ Account Night Manager

Serve as the liaison between companies and their maintenance staff. I address maintenance staff needs and make sure company requirements are maintained. I work with several accounts over a geographical area. Responsibilities include communicating with maintenance staff to ensure proper understanding of scope of work, and keeping companies satisfied with the level of service provided by maintenance staff.

#### **Sam's Club**

2006 - 2014 ■ Assistant Manager

Completed the responsibilities of an assistant manager in the following departments: Hard-Lines, Fresh, Check-Out, and Overnight. Became familiar with all aspects of operation and at any time was responsible for up to 30 associates. Worked with a team to achieve sales goals and maintain different safety and processing certifications.

Responsibilities included overseeing claims, receiving shipments, leadership development, scheduling, sales improvement, and maintaining food and safety specifications and certifications.

#### Other Relevant Experience

##### **Self Employed**

2014-2016 ■ Buliding Blocks - Building Maintenance Contract

2014-2016 ■ Great I Am Church - Senior Pastor

##### **Certifications**

Certified Food Safety Manager ■ Conducted by the National Registry of Food Safety Professionals

Issued: 6/3/2009 ■ Certificate Number: TE20383928