

Anthony Goodman Jr.

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SKILLS AND ATTRIBUTES

- Assertive hard working team player who is proactive, persistent, professional and diligent
- Strong leadership, organizational and decision-making skills with the ability to multi-task
- Results-orientated and knowledgeable of what is relevant in today's current events and market
- PC, Microsoft Word, Excel and PowerPoint, WPM: 50, Instagram, Facebook, Twitter, Tumblr

WORK EXPERIENCE

Management Trainee, Enterprise Rent-A-Car Thousand Oaks, CA September 2013 – January 2014

Summer Intern, Enterprise Rent-A-Car Thousand Oaks, CA May 2013 – August 2013

- Managed multiple projects while working well in a fast-paced sales environment daily
- Established strong relationships by demonstrating strong interpersonal and organizational skills
- Processed orders in a timely and precise manner, ensuring overall customer satisfaction
- Successfully communicated both verbally and in writing with customers and management
- Answered phones, assisted in general administrative duties and recorded customer reservations
- Picked up and dropped off customers at various Enterprise partnered body shops and dealerships
- Drafted and completed over 300 rental contracts during the summer four month period
- Protected and effectively portrayed the Enterprise brand and mission statement to all clientele
- Completed duties (inside/outside sales, customer service, marketing, inventory management, loss control, risk management and accounting) at the largest non-airport location in the United States

Co-Founder/CEO, Ink Fiends Clothing Thousand Oaks, CA January 2010 – Present

- Assertively build a brand and clientele through vendor relationships, networking and social media
- Effectively market and sell the company vision and products (e.g., t-shirts, hats, sweatshirts, etc.)
- Coordinate and host events, fashion and trade shows to build brand recognition and repeat sales
- Handle administrative/operational tasks (e.g. purchase order and markdowns management)
- Demonstrate excellent client relation skills by interacting with new and existing customers daily
- Process new and revised orders while identifying/resolving invoice discrepancies

Front Desk Clerk, Forrest Fitness Gym Thousand Oaks, CA August 2010 – May 2014

- Enthusiastically greeted each member promptly with a smile and created a friendly environment
- Actively assisted over 200 members daily using the proper check-in and check-out procedures
- Promptly responded to member requests and inquiries while maintaining the front desk area
- Attended and contributed to staff meetings and maintained a neat and professional appearance
- Performed necessary clerical functions as required to include compilation of various reports

EDUCATION

California Lutheran University (CLU) Thousand Oaks, CA May 2014

Bachelor of Science: Business Administration

Related Coursework: Managerial Accounting, Business and Professional Communication, Organizational Behavior

ACTIVITIES/AWARDS

California Lutheran University Football Student-Athlete

2010 – 2013