

**CHRISTOPHER  
POTTER**

**(916) 676-3666  
CJPPB1@GMAIL.COM**

Thank you for the opportunity to apply for employment with your company. I have experience on various levels such as an Associate Degree in Business, multi level administration skills, data entry and It/microsoft and windows. I have confidence in my ability to meet the current needs of your company.

Past employers have known me to be hard working, dependable, and knowledgeable. In addition, I am a highly motivated individual and listen well to instructions. I also have excellent Customer Service skills.

I am a team player and able to work well individually or as a cooperative team member.

I feel that my skills and experience would be a good match for your current need. Please do not hesitate to contact me at the number provided.

Thank you for your time and consideration. I look forward to hearing from you soon.

Respectfully Submitted,

Christopher Potter

**Christopher James Potter**  
**1020 59th ST. Oakland CA, 94608**  
**(916) 676-3666 Cell (510) 757-3834 Home**  
**cjppb1@gmail.com**

#### **PROFILE**

Self-motivated, detail-oriented, energetic, and highly organized team player with a passion for marketing and communication. Outstanding artistic ability and color vision. Excellent communication and interpersonal skills, and the ability to prioritize and handle multiple projects. Exceptional creative problem solving skills and excellent attention to detail. Superb written, creative writing and verbal communication skills. Comfortable with a fast-paced environment, proficient in all Microsoft and windows programs.

#### **EMPLOYMENT**

Building Opportunities for Self-Sufficiency 2065 Kittredge St. Berkeley, CA 94704 (510) 649-1930

##### **Office Technician 2015 - Present**

Under the direct supervision of the Executive Assistant, answer telephones, direct calls and take messages. Communicate with clients, employees, and general public to answer questions, disseminate or explain information.

- Duties include sort and route incoming mail, answer correspondence, and prepare outgoing mail.
- Type, format, proofread and edit correspondence and other documents from notes using Microsoft Office.
- Complete and mail, contracts, policies and invoices. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and computers. Maintain and update filing, inventory, mailing, and database systems.
- Manage calendars and arrange appointments.

C.S.M. Christian Spiritualist Ministries | Emeryville, CA 94608

**2009 - Present**

##### **Internet Marketing Consultant**

Foster and develop internet business platforms for new-age Christian ministries. Duties include creating, developing and managing communications and marketing collateral using traditional and electronic media.

- Oversee the production of visual, print and audio media working with staff, volunteers and, where necessary, professional contractors.
- Make recommendations to staff concerning the overall direction and development of print and electronic media strategies.

State of CA Oak Glen Conservation Camp #35 41100 PINEBENCH RD., YUCAIPA, CA. 92399 (909)797-0196

**2008 - 2009**

##### **Firefighter - Wild Land Fire Fighting and Suppression**

Fights fires using a variety of firefighting equipment, repairs equipment, and responds to other emergency situations; performs heavy physical work and assists others with general housekeeping.

- Duties included prescribed burning, wildfire suppression, and fire preparedness.
- Conducted regular maintenance and repairs on various equipment such as, chain saws, and hand tools; served as a crew member during regular work and fire season.

Circuit City | Victorville, CA 92329

**2007 - 2008**

##### **Inside Sales Associate**

Develop and attain customer experience and sales objectives for store. Sell all products and services offered by the Company. Meet all sales objectives. Handle all administrative aspects of the sale including: completing customer contracts and warranties, pulling products from inventory, and filing the completed orders.

- Maintain strong knowledge of all products, accessories, pricing plans, promotions and service features. Maintain knowledge of competitive offers and provide critical market feedback to the Store Manager regarding local competition and product/service needs.
- Handle service inquiries from customer.

#### **EDUCATION AND TRAINING**

Certified Technical Institute - Certec, NYC, NY

Associate Degree - Business Management 1985

**Christopher James Potter**  
**1020 59th ST.**  
**Oakland CA, 94608**  
**(916) 676-3666 Cell**  
**(510) 757-3834 Home**  
**cjppb1@gmail.com**

## **PROFILE**

Self-motivated, detail-oriented, energetic, and highly organized team player with a passion for marketing and communication. Outstanding artistic ability and color vision. Excellent communication and interpersonal skills, and the ability to prioritize and handle multiple projects. Exceptional creative problem solving skills and excellent attention to detail. Superb written, creative writing and verbal communication skills. Comfortable with a fast-paced environment, proficient in all microsoft and windows programs.

## **EMPLOYMENT**

Building Opportunities for Self-Sufficiency 2065 Kittredge St. Berkeley, CA 94704 (510) 649-1930

### **Office Technician 2015 - Present**

Under the direct supervision of the Executive Assistant, answer telephones, direct calls and take messages. Communicate with clients, employees, and general public to answer questions, disseminate or explain information. Duties include sort and route incoming mail, answer correspondence, and prepare outgoing mail. Type, format, proofread and edit correspondence and other documents from notes using Microsoft Office. Complete and mail, contracts, policies and invoices. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and computers. Maintain and update filing, inventory, mailing, and database systems. Manage calendars and arrange appointments.

C.S.M. Christian Spiritualist Ministries | Emeryville, CA 94608

**2009 -**

### **Internet Marketing Consultant**

**Present**

Foster and develop internet business platforms for new-age Christian ministries. Duties include creating, developing and managing communications and marketing collateral using traditional and electronic media. Oversee the production of visual, print and audio media working with staff, volunteers and, where necessary, professional contractors. Make recommendations to staff concerning the overall direction and development of print and electronic media strategies.

State of CA Oak Glen Conservation Camp #35 41100 PINEBENCH RD., YUCAIPA, CA. 92399 (909) 797-0196

**2008 -**

### **Firefighter - Wild Land Fire Fighting and Suppression**

**2009**

Fights fires using a variety of firefighting equipment, repairs equipment, and responds to other emergency situations; performs heavy physical work and assists others with general housekeeping. Duties included prescribed burning, wildfire suppression, and fire preparedness. Conducted regular maintenance and repairs on various equipment such as, chain saws, and hand tools; served as a crew member during regular work and fire season.

Circuit City | Victorville, CA 92329

**Inside Sales Associate**

**2007 -**

**2008**

Develop and attain customer experience and sales objectives for store. Sell all products and services offered by the Company. Meet all sales objectives. Handle all administrative aspects of the sale including: completing customer contracts and warranties, pulling products from inventory, and filing the completed orders. Maintain strong knowledge of all products, accessories, pricing plans, promotions and service features. Maintain knowledge of competitive offers and provide critical market feedback to the Store Manager regarding local competition and product/service needs. Handle service inquiries from customer.

State of CA Baker Community Correctional Facility 10 Lakeview Drive, Baker, CA 92309 (760)-733-4356

**Staff and Facility Barber**

**2006 - 2007**

Sole responsibility for the Barber/Cosmetology program of at the facility. Duties includes planning, developing, coordinating, and implementing all barbering and cosmetology services. Cleans and sterilizes combs, brushes, and other equipment; sharpens barber tools; and maintains sanitary conditions in the shop. Maintains records and prepares reports of services provided. Develops and maintains a schedule of appointments for hair care. Orders supplies and equipment as authorized. Learned the policies and procedures of the facility.

State of CA Adelanto Community Correctional Facilities 10400 Rancho Road Adelanto, CA, 92301 (760) 561-6100

**Food Service Lead**

**2004 - 2005**

Supervised the preparation of food trays for both general and therapeutic diets, maintaining proper temperatures for hot and cold foods. Prepare special diet foods, salads, desserts and other nourishments. Help with preparation, set-up and service.

Hughes Communications 3142 Vista Way # 201 Oceanside, CA 92056 (760) 966-7555

**Inside Sales Associate**

**2003 – 2003**

Field and solicit both residential and business phone prospects to promote and sale data, voice and DSL services. Demonstrated success in B2B Inside sales to end-user customers. Proactively sell Hughes Communications products and services to qualified businesses while maintaining a professional relationship with all customers and team members. Utilized consultative sales techniques and account planning including account profiling, account positioning strategy, customer needs analysis in closing the sale. Ability to tele- prospect for and qualify new Account opportunities in an assigned geography.

#### **EDUCATION AND TRAINING**

Certified Technical Institute - Certec, NYC, NY  
Management 1985

Associate Degree - Business