

# **DON WILLS**

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Email: DonaldTWills@gmail.com

## **EDUCATION**

### ***California University of Pennsylvania***

Fall 2007-Spring 2010

- Bachelor of Science
- Major: Business Administration

### ***Community College of Allegany County***

Fall 2005-Spring 2007

- Bachelor of Science
- Major: Business Administration

**Related Courses:** Sales Management, Accounting, Principles of Management, Principles of Selling, Principals of Marketing, and Strategic Management

## **EXPERIENCE**

### ***It's New To Me Consignments LLC***

#### **Manager/Partner**

January 2010-Present

- Grew business from start up through effective business planning, creative sales techniques, innovative marketing
- Apply superior communications skills toward diplomatically addressing, troubleshooting and resolving customer issues
- Efficiently manage administrative, financial, accounting functions, and product selection and pricing
- Responsible for employee recruitment and training

### ***84 Lumber Company***

July. 2009- January 2010

#### **Marketing Intern**

- Responsibilities included data entry and processing customer redemptions
- Problem solving and customer support by answering customer and store telephone calls.
- Processing all purchase orders at the end of each week.

### ***Auto Estates Inc.***

Oct. 2002- January 2010

#### **Sales/Car Lot Attendant**

- Gained vast experience with sales and customer service
- Maintained and did inventory on cars.
- Responsible for taking cars to auto auctions and picking up.
- Uploaded pictures of the cars to the website weekly.
- Filled out car warranty sheets.

## **SKILLS**

- Proficient in Microsoft Office applications including: Excel, Outlook, Word, Works, Access and PowerPoint.
- Strong capabilities with computers building, repairing, and fixing.
- Knowledge of sales techniques learned through working at the car dealership.

## **ACTIVITIES**

- California University of Pennsylvania Finance and Economics Club Secretary 2008-present
- California University of Pennsylvania FBLA Club Member 2007- present
- Volunteered to build computers for Castriota Metals & Recycling for a donation.