**Kevin Brown** (C) 630/303-2199

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**EMPLOYMENT GOAL/SUMMARY OF EXPERIENCE**

Seeking opportunity allowing for a career to utilize skills and experience including sales, retail, transportation, and financial services knowledge. I work well in a team environment or on individual projects with great attention to detail and the ability to multitask**.**

**PROFESSIONAL HISTORY**

**First Student,** Naperville  **Bus Driver,** 2016

* Held CDL-B License with passenger, school bus, and air brake endorsements.
* Responsible for the safe transport of students to and from school in a punctual manner.
* Maintained a clean driving record and adhere to all company safety standards.
* Conducted thorough pre- and post-trip inspections of the vehicle.
* Monitored safety of students both on and around the bus.

**Buffalo Wild Wings,** Naperville **Line Cook**, July 2015-November 2015

* Prepared, cooked, and plated orders; operated all food preparation stations in the kitchen.
* Communicated with the manager and servers to ensure the smooth processing of orders.
* Followed the company’s operational standards for cleanliness and organization.
* Responsible for closing and cleaning the kitchen.

**CarMax,** Naperville **Business Office Associate/Sales**, May 2014-July 2015

* Processed loans and guided customers through financing process purchase a vehicle.
* Advised customers on payment options.

Sales duties included guiding customers through the vehicle purchasing experience.

* Established ongoing and lasting relationships with new and existing customers.
* Consistent dealership leader in customer satisfaction scores.

**Country Financial,** Lisle **Financial Representative/Agent,** July 2011-August 2013

* Created advanced financial plans using Passport.
* Participated in agency meetings to help educate colleagues about client growth.
* Educated clients on new or changing products and laws that might impact financial plan.
* Excelled at determining client needs and financial concerns to determine the best solution.

**Petsmart,** Aurora **Support Manager**, April 2010-April 2011

* Open and close store, handle cash.
* Manage up to 12 team members. Schedule, hire, fire, train new personnel.

**Chamber of Commerce,** Lisle M**embership Director**, September 2008-August 2009

* Solicit new and maintain memberships through creative marketing plans.
* Set up recruitment events.

**EDUCATION**

College of DuPage Associate of Arts Degree, 2014

**REFERENCES**

Will be provided upon request.