**William R. Davis Jr.**

318 Arbor Glen Dr. Brownsburg, IN 46112  317-427-3684 Email: wrdavisjr@gmail.com

**OBJECTIVE** Experienced college graduate seeking gainful employment in entry-level position

**EDUCATION B.A., English Studies, Literature Option**, December 2008

 Ball State University Muncie, IN

 Deans List Fall 2007

**SKILLS Collections/ Federal Student Loan Default Prevention/ Finance**

* Champions Club Second, Third, and Fourth Quarter 2008 at Sallie Mae (Top Performer)
* Employee of the Month January, March 2009 for federal loan default prevention
* Set all-time performance record in late age department for month of August at Sallie Mae- 224% of Monthly Goal
* Have exceeded Monthly Goal 16 months while employed at Sallie Mae

 **Management / Training / Organizational Ability**

* Developed menu for restaurant
* Responsible for developing recipes and setting prices for daily specials
* Managed training of assistants and provided itinerary of responsibilities
* Assisted in organizing large events and caterings
* Trained new restaurant employees
* Aided in refurbishing and renovating a restaurant
* Performed and assisted with all restaurant duties ranging from busboy to night manager

**WORK**

**EXPERIENCE**

**World Vision English Academy** Teacher May 2009 to May 2011

 82-010-8902-5488

**Sallie Mae** Default Prevention Specialist September 2007 to May 2009

888-2-SALLIE

**Mr. Mouse** Kitchen Manager July 2006 to September 2007

765-759-7987 May 2004 to July 2005

**Personal References**

**Kim Shelby** 765-717-3443 Owner of Mr. Mouse Bar and Grill

**Audrey Douglas** 765-617-5212Unit Collections Manager Sallie Mae

**Harry Park** 82-010-8902-5488 Owner of World Vision English Academy