

Brandon M. Seitz

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614-477-3561

Current Address:
150 W Norwich Ave.
Columbus, OH 43201

Permanent Address:
428 E Beaumont Rd.
Columbus, OH 43214

OBJECTIVE

Seeking a full time employment position in operations management

EDUCATION

The Ohio State University, Columbus, OH
Bachelors of Science in Food Business Management
Bachelors of Science in Business Administration
Specialization: Operations Management
Expected graduation: June 2010
Cumulative GPA: 3.60

HONORS AND ACTIVITIES

- Member of Ohio State's Politics, Society, and Law Scholars Program, September 2005-Present
- Mentor for Ohio State's Politics, Society, and Law Scholars Program, September 2006-June 2009
- Member of the Advisory Board for Ohio State's Politics, Society, and Law Scholars Program, September 2009-Present
- Peer mentor for Ohio State's Office of Minority Affairs, September 2009-Present
- Member of Ohio State's Purchasing and Supply Management Association, September 2009-Present
- Member of Ohio State's Coca-Cola Beverage Marketing Committee, July 2008-June 2009
- Volunteer for Hurricane Katrina Relief with Ohio State's Habitat for Humanity, May 2006
- Recipient of 2008-2009 Donald E. Yingst Endowment Scholarship
- Recipient of 2009-2010 Jennings Memorial Fund Scholarship

WORK EXPERIENCE

The Hills Market, Worthington, OH

Wine and Liquor Department, July 2008-Present

Meat and Seafood Department, November 2005-June 2007

Store Clerk, September 2001-October 2005

- Actively participated in a fast paced environment that stressed quality service of a quality product
- Acquired the ability to actively engage in customer relations
- Trained new Meat and Seafood employees during tenure in the department
- Oversaw the cooking of 600 pounds of salmon for the 2007, 2008, and 2009 Memorial Day Salmon Roasts

The Ohio State University Research Foundation, Columbus, OH

Student Assistant in Accounts Payable Department, June 2007-September 2008

- Spear-headed the initiative to organize thousands of pieces of highly classified vendor tax information
- Interacted directly with corporate vendors to reconcile outstanding account balances
- Updated, organized, and maintained primary spreadsheet used for university research remittance
- Engaged in active problem solving during investigation of unpaid invoices and travel reimbursements
- Trusted with the responsibility of being the first student assistant granted the opportunity to key remittance invoices

SKILLS AND EXPERIENCES

- Proficient in Microsoft Excel, Word, Access, PowerPoint
- Extensive experience with PeopleSoft application
- HACCP certified