

# Douglas Saunders

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## Objective

- Technical Writer looking for a position in some sort of research capacity where I can apply my diverse and self-sufficient skills set in a setting where I am free to focus on project goals.

## Education

### **ASSOCIATES | INCOMPLETE | COLLEGE OF SOUTHERN NEVADA**

- Major: Aeronautical Science
- Minor: Space Physics

### **DIPLOMA | SUMMER 2012 | KINGMAN HIGHSCHOOL**

## Skills & Abilities

### **MANAGEMENT**

- I have 7 Years of management experience, with a management style emphasis on people development, teamwork, and cooperation.
- Highly proficient in delegation of authority
- Well-developed interpersonal skills for peer mediation and customer service resolution
- [https://share.indeedassessments.com/share\\_assignment/onaif4ak4rf-8cso](https://share.indeedassessments.com/share_assignment/onaif4ak4rf-8cso)

### **SALES**

- I have had extensive training in Direct mail and online sales copy.
- Knowledge of the psychology that motivates a purchase and the breakdown of that psychology in order to craft copy in a compelling and comfortable tone.
- Market research knowledge and how to find areas of improvement or strategic development.
- [https://share.indeedassessments.com/share\\_assignment/bueudwmavymvx-ex](https://share.indeedassessments.com/share_assignment/bueudwmavymvx-ex)

### **BOOKKEEPING**

- I am highly proficient in bookkeeping and money management and enjoy finding the areas of improvement and patterns in financial records.
- [https://share.indeedassessments.com/share\\_assignment/ucx79htilocybjzg](https://share.indeedassessments.com/share_assignment/ucx79htilocybjzg)

### **LEADERSHIP**

- Much of my consulting work lends to my affinity for leadership roles where my skills include:
- Conscious and constructive impact and influence of the team
- Planning and execution of projects and goals
- I enjoy solving puzzles and problem solving and when I am problem solving, I am most efficient and effective.

- [https://share.indeedassessments.com/share\\_assignment/16ecej4zbhhrzbv](https://share.indeedassessments.com/share_assignment/16ecej4zbhhrzbv)

## Experience

### **RESTAURANT MANAGER | WENDYS | DECEMBER 2012- OCTOBER 2019**

- • Train and supervise staff
- • Ensure all food safety procedures are strictly adhered to according to sanitation regulations
- • Work closely with management to meet revenue, labor staffing, and food cost objectives
- • Implement appropriate strategies to resolve adverse trends and improve sales
- • Follow company policies and procedures regarding the handling of cash, property, products and equipment
- • Audit inventory levels to ensure product availability, and order products as necessary
- • Train new managers for company from local stores responsible for 4-week training turnaround from current position to next.

### **GRANT WRITER | CAUSE COPY | JUNE 2018- CURRENT**

- As a non-profit grant writer, I work to secure funding for organizations by writing grant proposals and providing support materials.
- This includes
  1. Identifying and documenting the Need: Working with Director or Leadership to Identify and narrow the proposed program will solve.
  2. Identify project goals and objects for project
  3. Evaluation plan development
  4. Sustainability development to continue projects after Grant finds are depleted

### **UNEMPLOYMENT HEARING REP. | UNEMPLOYMENT APPEAL REPS. | JUNE 2016-CURRENT**

- My role as an unemployment hearing rep is to represent the interest of the employer in each unemployment law appeal hearing on the consideration of benefits awarded to the claimant depending on the circumstances surrounding either a work-related discharge of quit. Job responsibilities include
  - • Preparation of the employer witness for each case. Usually the immediate supervisor of the claimant. This includes gathering and review of documentation and evidence to support a case in favor of the client. As well as relaying a level of understanding to the witness as to what expect in a hearing and the procedures.
  - • Actual hearing representation in court alongside witness for each case after prep is completed.
  - • Conduct post hearing debrief with witness, communicating points of note in the proceedings, as well as what to expect following the presiding judge decision and what that means for the employer.