

# Evett M. Pugh

[pughe@sbcglobal.net](mailto:pughe@sbcglobal.net)

[epugh3@kent.edu](mailto:epugh3@kent.edu)

## Objective

To obtain a position with your company, which will allow me to utilize my skills and experience while providing an opportunity for advancement and growth with your company.

## Qualifications

Outstanding interpersonal skills

Excellent problem solving and decision making skills

Fluent in multiple Microsoft programs

Unrivaled skill using a multi line communication system

Great organizational skills

Incomparable multitasking skills

## Work History

**Sugardale Foods**, Canton, Ohio, 9/04-12/04

### Production Worker

Worked effortlessly with teammates to maintain high production standards that allowed the company to remain on target with projected dispersing of their inventory for their major accounts

**United States Post Office**, Sebring, Ohio, 2/99-2/04

### Sales and Service Associate

While multi-tasking I provided customer service in person and on the phone. Compiled a daily sales and inventory spreadsheet that displayed all postal workers activities allowing the main branch to track the needs of the local office. Provided assistance to coworkers by ensuring the various mail items were dispersed appropriately.

**Wal-Mart**, Canton, Ohio, 11/97-1/99

### Sales Floor Associate

Acting manager while departmental head was absent. Worked diligently to maintain an accurate inventory in various areas. Actively worked with teammates to ensure customer satisfaction that enabled the stores profit margin to increase.

**United States Navy**, 5/94-12/96

### Seaman Apprentice-Honorable Discharge

Served as US Naval Division Coordinator and US Naval Administration Clerk, Dealt with the functions of large commands, needs and demands, negotiated open purchase contracts between civilian contractors and the US Navy, maintained accurate files on various civilian union workers. Developed a variety of spreadsheets for multiple categories that ensured an accurate and expedient result for what ever the Admiral required at any given moment. Guaranteed that all necessary communication was upheld within the office of the NAVMTO (navel aviation materials transportation office).

**Evett M. Pugh**

1312 14<sup>th</sup> Street N.E.  
Canton, Ohio 44705

Home: 330-452-4338  
Cell: 330-324-8545  
[pughe@sbcglobal.net](mailto:pughe@sbcglobal.net)  
[epugh3@kent.edu](mailto:epugh3@kent.edu)

### **Certifications and Training**

BLS (CPR and AED)  
HIPPA training

### **Education**

**Stark State College of Technology**, Canton, Ohio

Completed 2 years

**Kent State Stark**, Canton, Ohio

Active student that has completed 3 years, expected, 2012

### **Professional References**

Bethany French  
Family Friend  
(330)546-7481

Sherry Troyer RN, BC BSN MS  
Clinical Professor  
KSU School of Nursing  
(330)244-5415  
stroyer@kent.edu