

ADAM S. TRAVIS

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PERFORMANCE PROFILE

Organized, take-charge professional with exceptional follow-through abilities and detail orientation; able to oversee projects from concept to successful completion. Able to efficiently and effectively prioritize a broad range of responsibilities to consistently meet tight deadlines.

- Strengths in strategic planning, logistics, promotions/marketing, special events, customer relations, training, education, public relations, travel and tourism.
- Quick study with demonstrated success in surpassing productivity and performance objectives.
- Recognized as a resource person, problem solver, troubleshooter and creative turnaround leader.
- Highly articulate, effective communicator; experienced presenter with excellent platform skills.
- Adept at developing and nurturing exceptional relationships with students and colleagues.
- Team player who possesses strong interpersonal skills.
- Computer literate with Customer Service Representative Expertise in Microsoft Word, Power Point and Excel.

CUSTOMER RELATIONS AND SERVICES

Assistant Manager Sunglass Hut	7/24- present
Customer Service Representative Valvoline Oil Change	2/23- 6/24
Customer Service Representative Mid-County Electrical and Lighting	11/21 – 12/23
<u>Member</u> Services Representative Planet Fitness – Mahopac, NY	6/19 – 6/21
Insurance Underwriter/Inspector Technical Insurance Services	2/15 – 8/15
Photo Taker for Insurance/Occupancy/Loss Control - FortheLandFirm.com	4/14 – 11/14
Insurance Underwriter/Inspector General Information Services - Jersey City, NJ	11/12 – 8/15
Insurance Underwriter/Inspector Venture Underwriting - Syracuse, NY	6/12 – 8/15
Insurance Underwriter/Inspector Gardner Group - Glens Falls, NY	11/12 – 8/15
Business/Sales Developer ETI Sales Support - Valhalla, NY	9/11 – 6/12
Assistant Manager Sprint Customer Center Somers & Bedford Hills, NY	9/10 – 2/11
Asst. Manager/Customer Service Rep. Beach Bum Tanning Mt. Kisco, NY	3/10 – 8/10
Customer Relations Representative Burke Heat Mt. Kisco, NY	4/09 – 3/10

