

Resume

Paul Lane

Management Skills:

- Project management
- Estimating
- Cost analysis
- Scatter Sheets
- Inventory control
- Accounting and bookkeeping
- Collections
- 10+ years public speaking experience

Primary Computer Skills:

- IBM and Mac computers
- Internet
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Corel WordPerfect
- Corel QuatroPro
- Corel Presentations
- Adobe PageMaker

Special Skills

- **Fluent English and Spanish** – I read, write, and speak both languages well

Summary of Work Experience

- 10+ years management and supervisory experience
- Private sector, government sector, non-profit
- Construction, Food Service, Financial Services, Social Services, Education, and Employment Services
- **I have been told by several employers that I could not be Employee of the Month anymore because coworkers were becoming discouraged**
- 10+ years bookkeeping experience
- 10+ years sales experience
- 10+ years negotiating experience
- 10+ years public speaking; one-on-one; small and large groups up to 5,000+
- 10+ years instructing experience – I have taught college, high school, and middle school, covering math, languages, literature, culture, and learning methods; I have been used to train new employees in every job I have had since age 18.

Community Involvement

- Co-Chair of Latino Coalition of Mendocino County
- I have been involved in a local non-profit for over 8 years filling the following positions: Department Head, Board Member, Secretary, Administrator, and Vice President.

Employment History and Education on back

Employment History

- 1/98 – present Rehabilitation Counselor, State of California, Department of Rehabilitation
Produced a computer slide show for new client orientation which was distributed throughout the state
Developed 10+ Excel templates used throughout the district
Changes in state-wide computer system implemented at my suggestion/recommendation
Letters of appreciation from clients
Letter of recommendation from supervisor
Consistent high reviews and production statistics
- 9/96 – 12/98 Teacher, DVCS (a private K-12 school)
Taught 7th through 12th grades in algebra, Spanish, and English
Teacher of the Year (first time awarded at the school)
- 4/91 – 12/98 Employment Program Representative, State of California, Employment Development Department
Created a case management overlay for Excel which was distributed throughout the state
Initiated the Migrant/Seasonal Farm Worker Outreach Program in Mendocino County
Frequently recognized as a high producer of successful placements in the Intensive Services Program
Promoted to Supervisor of Job Services Section
- 6/88 - 12/92 Regional Manager, Primerica Financial Services
Promoted from sales agent to Regional Manager in six months
- 1/90 – 3/91 Manager, Buckhorn Saloon and Restaurant
Created the first month with a profit
Was told I could not be employee of the month anymore, due to coworker discouragement
- 10/85 – 12/89 General Manager, Restoration Services
Earned Certified Restorer (the sixth awarded in California)
Wrote a data base to handle specialized payroll needs

Education

- 1 year course in cross cultural communication school in Spanish
- Bachelor's degree
- ASCAR *Small Business Management*
- ASCAR *Certified Restorer*
- Career Trak *Negotiate Like the Pros*
- Career Trak *Project Management*
- Career Trak *How to Deal with Difficult People*
- Franklin Planner *Time Management*