

# Robert Swanton

3340 Cardiff Ave, Apt. 3-104, Cincinnati, OH 45209  
Email: Robert.w.swanton@gmail.com Tel: 773-458-4922

## Qualifications Summary:

Early Career Business professional with experience in:

- Customer Service
- QuickBooks
- Data Management Systems
- Microsoft Office
- Structured Query Statements
- Screening and Hiring Candidates
- Negotiating Costs including Salaries

## Education:

**Roosevelt University**, Chicago, Illinois  
*Bachelor of Science in Business Administration*, May 2016  
Emphasis: Finance, Minor: Economics

## Professional Experience:

*Blue Tech LLC* ..... Chicago, IL

**Recruiting Manager/ Co-Owner** ..... March 2016-Current

- Oversee candidate and recruiter submissions
- Use customized web application to manage candidates for clients
- Network for new clients
- Screen and hire new recruiters
- Negotiate salaries and costs

*Dunbar Armored INC* ..... Cincinnati, OH

**Vault Teller** ..... March 2017-Current

- Process cash deposits
- Maintain cash vault
- Ensure accuracy of client accounts

*Aaron Collard Properties* ..... Chicago, IL

**General Assistant** ..... May 2010 – December 2015

- Assessed projected needs and implemented strategies for fulfilling them
- Quickly and efficiently responded to requests by tenants
- Performed basic tasks as necessary including routine manual labor related to renovations

*Rent Source Inc* ..... Shawnee Mission, KS

**Customer Service Representative** ..... June 2013 – September 2014

- Processed and responded to service related inquiries
- Maintained accurate database of over 30 rental properties
- Worked with sales team to ensure consistency