

TONY R. SHAMP

OBJECTIVE: Full-time employment as a Household Manager or Household Couple

EDUCATION:

- Completed Licensing requirements for Real Estate Sales License (No.16751), Jan 2008
- Completed Licensing requirements for Montana Property Manager's License (No.719), Jan. 2007
- Bachelor of Science in Business Administration, Summa cum laude, International Business and Management Options, May 2005-University of Montana School of Business *Also Semester in Oaxaca, Mexico, Spring 2005
- Flathead Valley Community College-Associate of Arts, Dec. 2002
- Certificate in Professional Chef Program at FVCC
- Montana and National EMT Certification- March, 2002, May 2008

WORK HISTORY:

- Technical/Customer Service Rep., Dish Network, Tulsa, OK, Present
- Property Manager and Licensed Real Estate Assistant, Performance Real Estate, Kalispell, MT, Aug 07 – Nov 08
- Fabulous Foods Fine Catering, Kalispell, MT, Seasonal 2003 till 2008
- Flavors, Personal Chef Service, Whitefish, MT Seasonal 2003-2005
- Customer Service/Sales, CenturyTel, Kalispell, MT, Jan.06-Jan.07
- Ticketing Agent/Ground Crew, (Delta Airlines), Ground Crew (NW Airlines, Glacier International Airport Summers of 2003 and 2005
- Pantry/Prep Cook, The Painted Horse Grill; Kalispell, MT, Spring 03
- Veterinary Technician's Assistant, Ponderosa Vet. Hospital, Kalispell, MT; 2000-01

SUMMARY OF RELEVANT QUALIFICATIONS:

Business: Administrative/Personal Assistant Extraordinaire

- Proficient in Internet and Microsoft Office applications
- Started my own pet and house-sitting business by establishing a rapport with local veterinarians, advertising, and maintaining solid references.
- Montana University System 2005 Business Plan Semi-Finalist
- Sales experience across a broad range of products/services including high-speed Internet, satellite television, wire-line and cellular telephone services as well as residential leasing.

Reliability: Trusted impeccably by my clients and employers

- Provided care and security for animals and property for numerous clients of my company (www.kokaneecaretaker.com)
- Maintained confidentiality of personal and financial information for customers in a fortune 500 company (CenturyTel, Inc).

Management: Strong organizational style and success in meeting goals

- 100% occupancy upon leaving last residential position
- Implemented new management software and record keeping protocol for Performance Real Estate residential property holdings
- Passionate about personal improvement & ready for the next challenge

***Professional references available upon request**