

# Andrew Burg

*Logistics, Business Startup, Accounting, Websites, Marketing, Grants, Property Management*

9472 SW 196<sup>th</sup> Ave. Road, Dunnellon, FL 34432 \* 352.462.4446 \* 619.534.6445 \* andrew@andrewburg.com \* Skype AndrewBurgBaja

## CORE MANAGEMENT COMPETENCIES

Values that guide me include compassion, giving back to community. My people management skills come from a combination of leadership, empowerment, motivation and consensus-building. I am a partnership builder who understands the subtleties of motivating and empowering diverse groups towards a common goal. As a skilled team leader, I frame issues to help teams navigate obstacles and reach objectives.

Strategic thinker and team player who values and models working innovatively and collaboratively in diverse community settings. Core values include triple-bottom-line goals and establishing metrics that result in accountability.

## SKILLS

I seek a management position that will both challenge and reward me. I am a born problem solver.

- Accomplished grant writer
- Combining technical know-how with out-of-the-box thinking, I resolve challenges before they become problems.
- Excellent organizational skills, both digital & real world, result in on-time assignments
- Able to visualize what the customer desires
- Formed and operated my own businesses: engineering, web-based retail, bookkeeping services
- Designed and constructed large stream & wetland restoration projects using native, sustainable and low-impact techniques on 6 properties.

I am very talented in transforming abstract concepts and bringing them to life, then managing work flow:

- Articulate, effective and persuasive communicator
- Customer Service Oriented & Friendly
- Independent, Reliable, Self-Starter
- Team-Oriented & Motivated
- Resourceful & Responsible
- Energetic & Enthusiastic

## LANGUAGES

GERMAN (fluent) --- SPANISH (basic) --- ENGLISH (fluent)

## EDUCATION

- Lehigh University: BSCE, Bethlehem, PA
- Bellingham Tech College: Project Management
- Post-graduate training: bookkeeping, website design, marketing & advertising, trademarks

## SOFTWARE

- **EXPERT:** QuickBooks, Excel, Word, PowerPoint, FrontPage, PC organization / backup
- **ADVANCED:** MS Project, Google Earth, Adobe Acrobat, Visio, website analytics, Resource POS
- **INTERMEDIATE:** CorelDraw, Thunderbird, Outlook, FTP, Firefox, Chrome, Opera, MS IE, Safari
- **BASIC:** MS Access, video, audio, image conversion/edits

## EMPLOYMENT: 1995 – 2012

- **SELF-EMPLOYED** Consultant Engr. 2004-2011
- **KINGSWAY HOMES** Property / Constr Mgr 2009-2010
- **BARBARA'S CANINE CATERING**, Co-Founder 1995-2006
- **TRAVEL HOUSE INN** Front Desk Mgr. 2/2007 - 2/2008
- **POSTNET** Store Mgr, Acctg 7/2007 - 9/2008  
Shipping Clerk 8/2011 – 4/2012
- **GOINGPOSTAL** Shipping Clerk 7/2011–present

For 12 years, my wife and I co-founded and operated [Barbara's Canine Catering, Inc.](#), an all-natural dog treat bakery. Based on a solid engineering foundation, I have augmented my technical skills with those of management and other disciplines, many self-taught. I am also a self-employed business consultant. **Client references available.**

**TYPICAL DUTIES:** filing legal and start-up paperwork, website shopping cart setup, bookkeeping, monthly and quarterly tax filings, A/R, A/P, preparation of digital & paper marketing materials, legal defense of trademarks, structuring bar code system, leases/contracts/licenses, domain name ownership/hosting, website admin & traffic tracking, bakery production, packaging & shipping products nationwide, processing credit cards, retailer deliveries/stocking, warehouse workflow. I have also co-taught 50+ "how-to-open-your-own" classes.

## RECREATION

Snowboarding, skiing, surfing, biking, hiking, deep sea fishing, kayaking, reading, travel, Baja, 4x4, photography