

R. Paul Workman
2212 Wilcox Dr
Greensboro, NC 27405
(336) 202-1082

Position Objective: Part Time

Education: Guilford Technical Community College Jamestown, NC
August 2009 Transfer Student
Present Seeking a Bachelors Degree in Business

Education: Golf Academy of the Carolinas Myrtle Beach, SC
August 2001 Branch Campus of San Diego golf Academy
May 2003 Associates of Applied Arts
Professional Golf Management
Golf Complex Operations and Management
Related Courses
Facility Operations and Management
Micro Computers
Accounting
Tournament Planning and Administration
Merchandising

Education: Wake Technical Community College Raleigh, NC
August 2000 Transfer Program
May 2001

Work Experience:

August 2009- **Saint Sophia's School** Salt Lake City, UT
June 2009 Teacher and Teacher Assistant
Taught Kindergarten
Taught 6th grade math
Organized daily routines
Made daily lesson plans
Met with parents on a regular basis

February 2008- **Beef O'Brady's Family Sports Bar** Greensboro, NC
August 2008 Assistant Manager, Server, Bartender
Worked reliably with a positive attitude for serving people
Assisted owner in establishing opening policies and procedures
Served as assistant manager and key holder
Handled customer issues
Conducted ordering and inventory management
Trained incoming staff

| | | |
|----------------------------|---|---------------------|
| July 2004- January 2008 | <p>Crooked Tree Golf Course <u>Head Professional and General Manager</u> Worked with Northeast High School Golf Team Worked with Northeast Middle School Golf Team Gave golf lessons to children and adults Organized and conducted community and club tournaments Managed employees and customer service Financial management for Men's Association Reviewed products with sales representatives Gave golf lessons Put together multiple youth golf clinics</p> <p>Organized and conducted clinics Ordered and managed merchandise</p> | Brown Summit, NC |
| Aug. 2003- July 2004 | <p>Pilot Knob Park Country Club <u>Assistant Professional</u> Gave golf lessons Organized youth clinics and worked with the East-Surry Golf Team Assisted with budgeting Reviewed products with sales representatives Monthly inventory</p> | Pilot Mountain, NC |
| Sept. 2002- May 2003 | <p>Sandpiper Bay Golf Course and Country Club <u>Assistant Professional</u> Organized and conducted league tournaments Organized and conducted youth and adult golf clinics Assisted with budgeting Promoted for the club Reviewed products with sales representatives Compiled packages with local hotels Monthly inventory</p> | Sunset Beach, NC |
| June 2002- August 2002 | <p>Carolyn Cadone Junior Golf Clinic <u>Director</u> Organized and conducted lessons and clinics Organized youth tournaments Coordinated with parents Enforced tournament rules</p> | S. Myrtle Beach, SC |
| May 2001- Aug. 2001 | <p>Barefoot Resort <u>Maintenance</u> Assisted the Superintendent Facilitated tournaments</p> | N. Myrtle Beach, SC |
| Sept. 2000- May 2001 | <p>The Shoe Department <u>Assistant Manager</u> Responsible for opening and closing store</p> | Raleigh, NC |

Completed daily paperwork including deposits and sales reports
Conducted inventory

Sept. 2000- **Hendersonville Country Club** Hendersonville, NC
May 2001 Assistant
Assisted the Superintendent
Facilitated tournaments

Related Competencies:

Desire to learn and succeed
Able to adapt and succeed in changing work environments
Excellent customer service experience
Knowledge of Windows and Microsoft Applications
Great rapport with the youth and young adults
Have worked with Special Olympics Golf Program
Worked with the YMCA Golf Programs

Reference:

Dr. Susan Brady
Saint Sophia's School
1525 Highland Dr
Salt Lake City, U.T. 84101
(801)4241297

Tom Gibson
Pilot Knob Park Country Club
450 Club House Drive
Pilot Mountain, N.C. 27214
(336)368-2828

Wayne Norton
Nor-Pak Services
E. Surry Bus. Park
Pilot Mountain, N.C. 27214
(336)368-3497