

Management Trainee

GREGORY KAPLOWICZ

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BUSINESS MANAGEMENT AND COMPUTER SCIENCE

- OBJECTIVE:** To build a career with a large industrial or financial corporation, beginning as a management trainee and earning advancement to a top-level management position.
- EDUCATION:** Professionally trained in management practice at two metropolitan New York area colleges.
- 1992-1993 **Graduate Management Training, *W. Paul Stillman School of Business, Seton Hall University, South Orange, N.J.*** Earned 15 graduate credits in management psychology.
- 1988-1992 **Bachelor of Science in Business Administration, Montclair State College, Upper Montclair, N.J.** Fully trained in all phases of management including accounting, administration, computer science (18 credits), marketing, and office procedures.
- EXPERIENCE:** Professional experience in business practice in full-time, part-time and summer positions while attending high school, college, and graduate school.
- 1991-present **Assistant Manager, *Clifton Rubber and Plastics Co., Clifton, N.J.*** Plan and direct the work of 25 clerks in the Customer Order Department. Oversee document routing from mailroom, through production, to shipping. Prepare operating budget. Worked full-time.
- 1988-1991 **Account Receivable Supervisor, *Passaic Mills, Paterson, N.J.*** Supervised staff of 6, checked employee accuracy, trained new employees, helped install accounting system. Started as part-time office boy while in high school; worked summers and part-time until 1986. Worked full-time nights, weekends, and holidays.
- ACHIEVEMENTS:** Developed new system for pinfeeding production forms at Clifton Rubber and Plastics that saved \$5,000 annually; discovered and corrected control weakness in billing at Passaic Mills and earned letter of commendation from president.
- REFERENCES:** Full references will be furnished on request.