

Thomas Craft
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252-676-1151

EDUCATION

East Carolina University College of Business, Greenville, NC May 2018
Bachelor of Science in Business Administration, Risk Management

EXPERIENCE

Challender Agency, Inc. Greenville, NC March 2016- December 2017
Internship promoted to Customer Service Representative

- Take payments for over 100 customers weekly
- Make calls to over 200+ customers weekly
- Set up 2-3 appointments daily
- Make Excel documents for claims daily
- Mail potential clients via email or mail weekly
- Call 200 potential clients weekly

East Coast Equipment, Scotland Neck, NC Summer 2013 – Summer 2015
Internship

- Inventory specialist for over 10,000 parts
- Distributed part transfers to 14 stores daily
- Restocked inventory and display daily
- Transferred over 40 paperwork documents weekly
- Communicated with other parts departments weekly
- Retrieved parts for customers' weekly

SKILLS

- Experienced with hand-held scanner and J.D. Pointe System
- Skilled in Excel, PowerPoint, and Word

ACHIEVEMENTS

- Recipient of Golden Leaf Foundation Scholarship Spring 2014
- Golden Leaf Leadership Conference January 2017, September 2016
- National Honor Society Fall 2014- Present
- Tau Kappa Epsilon Fraternity Fall 2016- Present
- Gamma Iota Sigma RMI Fraternity Fall 2017- Present
- College of Business Study Abroad in Italy May 2016, June 2016
- Honors and 160 hours of Community Service