

Jeffery S. Frank

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Education

2009 Middle Tennessee State University Murfreesboro, TN
Bachelor of Science in Concrete Industry Management GPA: 3.7
Minor in Business Administration

2006 Middle Tennessee State University Murfreesboro, TN
Bachelor of Science in Psychology

Work Experience*

Standard Concrete Products Inc.

2008 summer **Quality Control Intern** Atlanta, GA
·Tested plastic and hardened concrete
·Checked beds, formwork and steel measurements against blue prints
·Ran formulas for strand elongation and prestressing requirements

Electronic Express

2003-Present **Sales** Murfreesboro, TN
·Sales of high-end products in competitive work environment

Federal Mogul

Jan. 2006-Sep. 2006 **Safety Support Admin Intern** Murfreesboro, TN
·ISO 9001:14000 Preparation and Implementation
·Coordination and development of job descriptions/instructions
·Maintain organizational systems for HR and safety/quality

Oshmans Sporting Goods

2000-2002 **Department Head** Albuquerque, NM
·Schedules for workers and conducting interviews for hiring/promotions
·Sales, set department for seasonal changes maintain ATF logs

Certifications and Relevant Coursework

·**ACI** Field Technician Grade 1
·Training & Development
·Personnel Selection & Placement
·Human Factors

·**ACI** Flatwork Technician
·Storm Water Planning/Environmental
·Industrial/Organizational Psychology
·Industrial Safety

*References upon request