**Adam Michael Sweet**

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| **PROFESSIONAL EXPERIENCE** | **Dirty Dog Bar**, Prague, Czech Republic  **Co-Owner/Manager**, July 2010 – July 2012   * Responsible for overseeing daily operations including on-site shift management. * Management of human resources, including hiring, training, and scheduling of employees. * Creation and implementation of marketing strategies, including both traditional and social media marketing. * Responsible for inventory, ordering, receiving of goods and maintaining supplier relationships. * Management of financial records, including daily, weekly, and monthly receipts, cash management, and accounts payable. * Customer service relations and maintaining of customer relationships. | |
|  | **Caledonian School**, Prague, Czech Republic  **ESL Teacher**, January 2007 – June 2010   * Experience teaching English as a Second Language to a wide range of ages and levels, including children, business English, and Cambridge Exam preparation (CAE, FCE). | |
|  | **Vector Marketing**, Walnut Creek, California, USA  **Sales Associate**, June 2001 – August 2003   * Kitchen supplies sales associate; sales lead generation, individual sales and service calls. * Key Staff position; advise and assist other sales team members. | |
|  | **Papa Murphy’s Take and Bake Pizza**, Alamo, California, USA  **Assistant Manager**, October 1999 – May 2001   * Shift leader and assistant manager; duties included ordering, employee management, daily receipts, and cash management. | |
| **EDUCATION** | **California State University, Sacramento,** Sacramento, California, USA  **BA History**, May 2006   * President of the Progressive Students Union student group. * Captain of the CSUS College Bowl team. | |
| **SKILLS** | * Direct Sales and Marketing. * Customer Service. * Inventory Management | * Basic Business Accounting. * HR Management and Training. * English Writing and Editing. |
| **CERTIFICATES** | * **Trinity TESOL Certification,** Prague Schools, Prague, CZ,   December 2006. Certification to teach English as a Foreign Language. | |
| **ADDITIONAL SKILLS**  **REFERENCES** | * English – Native Speaker * Czech – Reading and Writing: Upper-intermediate; Speaking: Intermediate. * Microsoft Office; MS Word, Excel, Powerpoint. | |
|  | * Available upon request. | |