***David M. Cotner***

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**Career Objective:**

To work as an application consultant in a growing organization and help it work without any complications and grow in all spheres.

**Summary of Skills:**

* Highly organized and systematic in approaching towards projects
* Focused on customer service and growing company's business
* Ability to work for long hours and resolve problems without escalating
* Skilled in working independently and with a team
* Superior communication, analytical, and computer skills

**Work Experience:**

Application Leasing Consultant

ABC Consultant, Roosevelt, AZ

October 2014 - Present

* Reviewing and enhancing recruitment procedures and cutting down attrition rate
* Working with heads of different departments and solving their problems
* Maintaining clients and employees database and updating them regularly
* Training new staff and organizing workshops for improving their job skills
* Delegating responsibilities to the team after identifying their skills

Application Consultant

XYZ Company, Roosevelt, AZ

February 2013 - September 2014

* Managed records and data regarding for several projects
* Assisted senior managers in executing business plans and judging effectiveness
* Worked together with the sales and marketing department and helped in improving brand value for the company
* Inspected items supplied by vendors and blacklisted those not providing quality raw materials and timely delivery
* Reviewed and improved administrative process and cut down paperwork

**Education:**

* Bachelor's Degree in Business Management  
  ABC University, Roosevelt, AZ  
  2012

**Reference:**

On request.