

JAMES BUTLER

2301 5TH Avenue, Apt. # 4CC, New York, NY 10037

(917) 287-8857 James.Butler7170@gmail.com

PROFILE

Highly capable, resourceful, insightful, and detailed oriented professional dedicated to providing the highest possible standards of customer service and quality assurance. Solid work history showing a track record of efficiency and accuracy. Proven ability to meet department standards and guidelines. Able to work efficiently in high pressure environments with a keen attention to detail.

CORE COMPETENCIES

- Microsoft Office ▪ Research and Analysis ▪ Quality Care ▪ Excellent Organizational Skills
- Able to Work Independently

WORK EXPERIENCE

King of Kings Entertainment and Marketing LLC. New York, NY MAY 2017 – 2023

MARKETING ASSISTANT (INTERN)

- Providing support to the Marketing Manager, conducting research into market trends.
- Preparing department reports and delivering presentations to the department.
- Creating, maintaining, and editing marketing campaigns, web pages, and social media accounts.
- Maintain and update the company database.

Johnson Security Bureau, Inc. - 2023-Present

- Assisted with Preventing Stolen merchandise in retail stores (Loss prevention)
- Assisted with event and venue security (World Trade Center)

Doyle Security Services New York, NY JULY 2022 – APRIL 2023 HIGH-END RESIDENTIAL SECURITY OFFICER

- Conducted routine inspections of security equipment/systems.
- Produced daily reports for department review.
- Reported all alarms, incidents, and crimes to the city police department and fire department.
- Developed reports for analytical purposes for site supervisor.
- Enforced regulations and directives for the site pertaining to personnel, visitors, and premises

SUNY Delhi Athletic Assistant Delhi, NY October 2018 – APRIL 2021 ATHLETIC ASSISTANT

- Managed all sports equipment and teams' daily activities.
- Assisted in youth outreach programs and local activities recruitment.
- Coordinated all campus athletic events.

EDUCATION

Bachelor of Business Administration

SUNY Delhi College of Technology 2018-2022

References: Available Upon Request