

**David A. Jackson**

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(305) 923-0678

<b>Education</b>	<b>Master of Science in Management</b> University of Florida	December 2005 Gainesville, Florida
	<b>Bachelor of Arts, Double Concentration in Political Science and Criminology</b> University of Florida	May 2004 Gainesville, Florida
<b>Experience</b>	<b>Project Engineer – Director of Customer Service, Homes of Distinction</b> March 2005 – April 2008 Key West, FL Responsible for obtaining bids from subcontractors, updating construction schedules, writing contracts, and maintaining working relationships with subcontractors and customers. Responsible for resolving all warranty issues for over 40 homes in Key West. Oversaw multiple subcontractors in order to provide cost effective and prompt solutions for an extensive range of warranty issues. Responsible for managing all costs associated with warranty work.	
	<b>Purchasing Inventory Control Clerk / Coordinator, Florida Keys Aqueduct Authority, April 2008 – December 14<sup>th</sup> 2010</b> Responsible for reviewing all requisitions prior to assignment to the buyer. Performs monthly warehouse reconciliations and corresponding journal entries. Reclasses all office supply, paper and uniform expenses to the appropriate departments on a monthly basis. Prepares yearly uniform orders for the entire company. FCAA purchasing card administrator.	
	<b>Purchasing Inventory Control Manager, Florida Keys Aqueduct Authority</b> December 15 <sup>th</sup> 2010 – Present Responsible for overseeing the entire purchasing program for the FCAA as well as three warehouses. Ensures that all purchases comply with Florida State Statutes. Oversees gas, diesel and credit card use for the whole company.	
<b>Skills</b>	Adept with Dynamics, Workplace and other essential computer programs Practiced at all aspects of presentations, including public speaking and training	
<b>References</b>	Available upon request.	