

Paul Harwood Hargrave

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Skills

Programming: Proficient in PHP, ASP, Python, SQL, AJAX, HTML, XML, CSS, Javascript

Computers: Microsoft Office Suite, Adobe Master Suite, Windows, Macintosh

Personal: Professional, leader, self-reliant, highly motivated, eager to learn, team player, confident

Certifications: CPR & BLS Certified, Cisco CCNA Certified, CompTIA A+ Certified, CompTIA Net+ Certified
Proficient in Spanish Language

Experience

Coastal Carolina Council, BSA; Charleston, SC
Administrative Coordinator

June 2004 – Present

Exhibit leadership and assume responsibilities of a company officer; direct the assignments of a group of highly qualified staff; create and streamline innovative ideas to increase company efficiency.

Big Island Enterprise; Charleston, SC
Owner, Chief Executive Officer

January 2005 - Present

Promote a positive image to maximize company prosperity; effectively govern company operation through implementation of policy; communicate with clients to provide unrivaled service and support.

Clemson Student Phonathon
Telephone Solicitor

September 2008 - Present

Complement other fundraising efforts such as direct mail appeals through a telephone bonding and case system to fundraise for Clemson University; learn valuable sales skills while adapting to prospects.

Education

Clemson University; Clemson, SC

Anticipated Spring 2013

Bachelors of Science in Business Management (International Emphasis)

Minor in Spanish Language

Cumulative Grade Point Average: 4.0

Activities & Volunteer Work

Eagle Scout, Boy Scouts of America, 2008

Lodge Chief, Unali'yi Lodge 236, 2008

Future Business Leaders of America, 2006-8

Health Occupation Students of America, 2006-8

National Honor Society, 2007-8

National Technical Honor Society, 2007-8

National Spanish Honor Society, 2007-8

Charleston Youth Company, 2005-8

Awards & Recognition

Governor's Citizenship Award, 2005

Vigil Honor Recipient, Order of the Arrow, 2007

Rochester Xerox Award Winner, 2008

Founder's Award, Order of the Arrow, 2007