

# James L. Tweedy III

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2016**  
**Major: Marketing** | Total expected credits: 150  
GPA: 3.9 Dean's List: Fall 2013 – present

DELAWARE COUNTY COMMUNITY COLLEGE, Media, PA  
**Major: Business Management** | Total earned credits: 36  
GPA: 3.8 Dean's List: Spring 2013

ACTIVITIES: Volunteer, Lower Moyamensing Civic Association, 2013 - Present

## EXPERIENCE:

TEIKOKU, Edgmont, PA October 2013 - Present  
**Server**

- Provide customer service for a two hundred-seat, fine dining restaurant specializing in Thai/Japanese cuisine with a full sushi bar.
- Serve as order expeditor when needed including working with chef and kitchen staff on catering events, course arrangements and delivery timing of 20+ simultaneous orders.

PACIFICO MARPLE FORD, Broomall, PA October 2005 – August 2013  
**Asst. Parts Manager – Parts Counterman**

- Worked with internal service department, external wholesale representatives, and retail customers to select and identify the appropriate parts.
- Maintained parts inventory database by verifying supplies and placing orders when re-order points are reached.
- Upheld business relationships with manufacturers, vendors, and other dealerships regarding parts orders, shipments, and backorders.
- Facilitated daily wholesale delivery operations.

## SKILLS & AWARDS:

- MS Word and Powerpoint, Excel proficient
- Reynolds and Reynolds ERM experienced
- BSA Eagle Scout Award, 2005
- Home Brewer, AHA recognized 2011

