

Brett Paufler
www.paufler.net

Looking to Make a Difference

Overview

- Extensive academic experience pursuing a variety of degrees at numerous institutions, running the full gamut from dropping out to graduating Magna Cum Laude
 - Run the day to day operations of a small sales office (for 23 years now and running)
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Academic

- UC Hayward, CA, BS Industrial Psychology, Magna Cum Laude
 - Diablo Valley College, Pleasant Hill, CA,
AA with Honors
Electronic & Addiction Studies Certificates
Countless Elective & Personal Improvement Classes
 - Parkland Community College, Champaign Urbana, IL, for a single semester
 - UC Berkeley, CA, for a half semester in the Honors Physics Program
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Employment

23 years, Vice President, doing in house sales of commercial construction supplies
Able to independently run a small office, including all aspects of line operations and management duties, including:

- **Customer Service and Communications:** with an eye on Conflict Resolution and Management -- able to quickly access problematic situations and formulate a win-win plan enabling most any project to move forward
 - **Relationship Management:** including such things as jobsite visits, sales calls, attending trade meetings, being the first face to the public, phone gate-keeper, and pre-screener for emails and other written communication; able to quickly simplify correspondence to core concepts
 - **General Office Work:** building and running a complete project management system from initial contract through warranty follow up, including the design and analysis of reports, time and file management systems, electronic office protocols including extensive experience telecommuting from Hawaii to the Mainland, along with reviewing, writing, and negotiating contracts and other informal agreements
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Calm, Articulate, Dynamic, Knowledgeable, Flexible, Fair, & Enthusiastic