AUSTIN P. GOVERNOR

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**PROFESSIONAL SUMMARY**

First year teacher at Crestview Middle School. Motivated educator developing classroom management skills. Creative when delivering presentations to various populations. Three years’ experience in retail sales where persuasiveness and supportive, timely customer service were a priority. Solely financed 100% of college education working near full-time schedule while concurrently managing demanding coursework and maintaining an excellent grade point average. **Strengths include**:

* ***Rapport / Trust Building***
* ***Teamwork***
* ***Integrity / Work Ethic***
* ***Assertive Communication***
* ***Organization / Prioritization***
* ***Participative Leadership***
* ***Direct Problem Solving***
* ***Proactive Decision Making***
* ***Assessment / Discernment***

**EDUCATION**

**Austin Peay State University** Clarksville, TN December 2015

*Bachelor of Science in Political Science (Pre-Law)*GPA: 3.9/ 4.0

**SKILLS SUMMARY**

**LEADERSHIP SKILLS**

* Promoted to branch bank manager at early age
* Willing to own responsibility and accept accountability as demonstrated in past employment
* Accomplish tasks with minimal direction or supervision, yet work equally as well in team environment
* Gravitated toward facilitating collegiate groups averaging 4+ members
* Consider past experiences, customer/company needs, and ethical standards when decision making
* Accept new ideas, solicit consensus, and encourage active participation from team members

**INTERPERSONAL/COMMUNICATION SKILLS**

* Very comfortable and confident presenting programs or information to small or large audiences
* Use assertive communication to negotiate issues, mediate conflicts, and affect positive outcomes
* Employ perceptiveness, sincerity, and respect for differences to build rapport and trust with diverse groups
* Communicate effectively at multiple levels using appropriate language and interpersonal styles
* Genuinely care for others and lend a hand to help those in need through volunteer activities
* Able to write comprehensive and effective reports and business communications

**ORGANIZATION AND PLANNING SKILLS**

* Identify and assess needs, draft plans, prioritize steps, implement action, and evaluate outcome
* When coordinating projects, assign tasks, use resources, troubleshoot problems, and follow up to stay on track
* Establish clear goals and objectives while inspiring team spirit and achievement
* Set priorities and continuously monitor progress, adjusting when necessary to meet timely goals
* Efficiently manage time as demonstrated by ability to coordinate college / work schedules

**WORK HISTORY**

***Teacher* CLARKSVILLE SCHOOL DISTRICT Clarksville, TN**  2016 – Present

***Carpenter – Remodel* RAYFORD’S CARPENTRY Clarksville, TN**  2013 – 2015

***Sport Bike Specialist* GOOD TIMES SPORTS Clarksville, TN**  2007 – 2013

***Package Expeditor* FEDERAL EXPRESS Clarksville, TN**  2005 – 2007

***Bank Associate, Manager* MIDWEST BANK Clarksville, TN** 1999 – 2005