

Robert C. Huebner

15 Normandy Circle / Hopatcong, NJ 07843 / (973) 398-6553 / bvbhubner09@hotmail.com

OBJECTIVE:

To attain a competitive position that utilizes my significant computer and business experience.

EDUCATION:

Cook College, Rutgers University
B.S. in Business Economics, Minor in Philosophy

New Brunswick, NJ

RELEVANT COURSE WORK:

Micro and Macroeconomics, Economic Futures, Production, Marketing, International Marketing, Finance, Accounting, Money and Banking, Intro to Comp Science, Data Structures, Programming I and II.

EXPERIENCE:

Aug 2000 – Dec 2000 *MDU Communications (USA) Inc.* *Totowa, NJ*

Direct Sales / Customer Service

Acquired subscribers through direct sales and marketing efforts, which included product demonstrations, one-on-one sales, telemarketing and other tactics. Learned the product and business operations through customer service and was trained technologically through other functional areas of the company.

Feb 1999-Jan 2000 *Bon Venture Services* *Flanders, NJ*

Prepress Operator

Layout and design desktop publishing operator for a weekly bulletin printing company. Handled network flow, computer graphics and imaging, advertising design and copy.

Jun 1997-Jan 1998 *MetLife* *Convent Station, NJ*

Procedure Analyst, NASD Registration Unit

Initiated and updated MetLife's sales force with the N.A.S.D. Generated weekly status reports, handled extensive computer referencing, faxed and inter-office calling. Insured handling their status through online CRD Database, Continuing Education and Due Diligence requirements.

Dec 1995-Jan 1997 *Mobile Office Inc.* *Rockaway, NJ*

Salesman – Campus Recruiter

Set up and arranged promotional materials, handled calls and helped train new employees. Wrote daily log reports and inventories, opened/closed the store. Carried out managerial duties such as hiring and firing representatives, coordinating reps' efforts and planning new promotions. Was given the responsibility of creating and designing the company web page.

ACTIVITIES AND INTERESTS:

- » Computer Programming: fluent in Pascal and html, knowledge of C, Java, Unix.
- » Co-founder of nonprofit organization *North Jersey Brigade*
- » Designer, creator and webmaster for www.njbrigade.com
- » First place in SMG2000 Stock and Commodity trading simulation.

REFERENCES:

Available upon request.