Salvatore R. Manca

**620 Bedford Court**

**Woodstock, GA 30188**

**678-398-9005**

**salvatoremanca@hotmail.com**

# SOFTWARE SUMMARY

* Microsoft Office: Excel, Word, Access, PowerPoint, Outlook
* Microsoft ISQL
* Seagate Crystal Reports
* Actuate: e.Report Designer Professional, e.Spreadsheets

**PROFESSIONAL EXPERIENCE**

**Genuine Parts Company, Kennesaw, GA (Contract) 01/2008 – 08/2008**

**Automotive Parts Retailer**

**Coverage Analysis Reviewer**

* Research into possible parts within specific product lines for various vehicle and engine

combinations

* Review of any and all coverages of parts based upon supplier responses
* Recommendation of alternate sites for research of automotive parts

**Enterprise Rent-A-Car, Woodstock, GA 09/2007 – 01/2008**

**Car and Truck Rentals**

**Car Prep**

* Preparation of cars, trucks, and vans for renting to customers
* Transportation of customers either to Enterprise or to their destinations
* Retrieval of needed supplies from regional office to Woodstock (Hwy. 92) branch
* Pick up or delivery of vehicles between Woodstock (Hwy. 92) branch and other local branches

or regional office

**Warranty Corporation of America, Norcross, GA 02/1997 – 08/2007**

**Extended Warranty Administrator**

**Data Analyst**

* Responsible for generation and distribution of periodic business reports (monthly, quarterly,

and annually) for clients and management

* Generation of data files for management as needed
* Data researches, corrections, deletions, and conversions
* Assisted supervisor with PowerPoint presentations
* Documented various operational procedures for Data Management department
* Assisted Business Development and Marketing departments with item and pricing information

and entry of new data into database tables either using front-end user interfaces or via Excel file,

Access tables, and Access SQL queries

* Creation and distribution of customized reports designed to be run in either Seagate Crystal Reports,

Actuate e.Report Designer Professional, or Actuate e.Spreadsheets

* Assisted upper management with various types of projects

**The HoneyBaked Ham Company, Dunwoody, GA 04/2003 – 08/2005**

**Restaurant**

**Retail Service Representative**

* Assisted customers with various main entrée items, side items, and desserts
* Prepared a variety of sandwiches to order
* Prepared packages of slices of ham or turkey and containers of salads as needed for retail sales
* Assisted in cleanliness of equipment and store location according to company procedures
* Involved in preparation, delivery, and set-up of customized, on-site orders for business orders

**Good Directions, Inc., Danbury, CT 09/1994 – 08/1996**

**Weathervanes and Home Decor Item Importer and Distributor**

**Purchasing, Computer Systems, Clerical And Sales Support**

* Responsible for procuring all office and lunchroom supplies
* Report design and distribution to all departments and management
* Creation and maintenance of Excel spreadsheets and other documents for all departments
* Data entry
* Customer order entry
* Customer service

**Heim Bearings, Fairfield, CT 03/1988 – 09/1994**

**Bearings Manufacturer**

**QC Analyst, Purchasing Assistant, Personnel Assistant, Production Control Clerk**

* Responsible for doing SPC analysis on parts for various customers
* Assisted with design and implementation of computer systems for Quality Control department
* Writing of user manuals for various programs in Quality Control department
* Expediting of bar stock and various parts, debit memos, and purchase orders for Purchasing

department

* Generation and distribution of required reports for Quality Control and Production Control

departments

* Assisted in processing of payroll information and other important company programs for

Personnel department

**Stop & Shop, Fairfield, CT 02/1984 – 03/1988**

**Supermarket**

**Deli Clerk**

* Sold various meats, cheeses, and other deli items to customers
* Prepared customized orders of sandwiches and platters for customers and businesses
* Received and verified incoming orders of product and department supplies
* Maintained full levels of products in department cases for retail sales
* Assisted in keeping department clean and sanitized according to department and store procedures

# EDUCATION

DeVry Institute of Technology, Alpharetta, GA, 1997 – 1999, pursued a B. S. degree in Computer Information Systems

Sacred Heart University, Fairfield, CT, 1990 – 1993, pursued an A. S. degree in Business Administration

Computer Processing Institute, Bridgeport, CT, Business Computer Programming, graduated February,

1985