

Michael Scotto

Professional experience

2003-2007 Judson College Marion, AL

Director of Admissions/Marketing – Library Staff

- Managed professional staff of five and support staff of two
- Directed daily functions of the Admissions Office
- Represented college to multiple groups in diverse settings
- Handled all aspects of the hiring, training and review process
- Prepared and delivered recruitment reports and presentations
- Created and implemented marketing plan and ad tracking
- Created print ads and supplied copy for brochures and radio ads

1999-2002 Living.com/Better Business Forms Greensboro, NC

Warehouse & Operations Management

- Recruited, hired, trained and supervised crew and fleet
- Dealt extensively with customers and sales force
- Responsible for compliance with all federal guidelines
- Responsible for enacting budget and overseeing financial discipline
- Managed all aspects of inventory control, receiving, and shipping

1998-1999 Cone Mills Corporation Greensboro, NC

Accounting / Administrative Coordinator / Digital Color Samples

- Handled the accounting and administrative functions for the division
- Attended trade shows and made sales presentations
- Produced digital color sales samples

1996-1997 St. Andrews Presbyterian College Laurinburg, NC

Associate Director of Admissions (Acting Director)

- Recruited and trained recruiting staff of five
- Managed all aspects of the Recruitment/Enrollment Process
- Composed and designed recruitment literature and Admissions letters

1990-1996 The University of North Carolina at Greensboro

Assistant Director of Admissions

- Handled all aspects of recruitment efforts in five states
- Transfer counselor / College transcript review
- Made hundreds of presentations to various groups in six states

Education

The University of North Carolina at Greensboro

B.S. Management

- Cum Laude
- Bryan Business School Scholar

contract work

2003 Independent Contractor Denton, NC
Warehouse relocation and operations management

- Facilitated the move of Magna Fabrics (NJ) to North Carolina
- Designed inventory system for 650K sq. ft. warehouse
- Oversaw receiving and shipping until system established
- Recruited and trained local employees

special project (1999)

- Worked as consultant for LADD Furniture's move to a digital library system for cataloging product art and sales literature. Headed research project and budget.
- Worked on internal web site in color correction, page design and proof reading. Also managed daily accounting records for IT division.
- Helped CEO and CFO with Annual Board Meeting and Shareholder's Meeting. Handled all administrative duties and communication.

Computer skills

- Proficient in PhotoShop, Word, Excel, PowerPoint, FrontPage, Access

References upon Request