

# Dwayne A. Bevers

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(405) 834-2487 Business  
(405) 810-9592 Residence  
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## EDUCATION

2010 Bachelor of Science Degree. May 2010  
Human Resource Management Major,  
University of Central Oklahoma  
Edmond Oklahoma

## PROFESSIONAL EXPERIENCE

1996 to Present **Holcim U.S. Inc**, Edmond, Oklahoma

### Terminal Operator

- Created a spreadsheet to monitor daily and weekly sales
- Maintained weekly and monthly inventory restrictions
- Reconciled monthly purchase card statements to receipts
- Delegated and organized work responsibilities in my department
- Initiated the start up of a new terminal
- Traveled to assist other terminals
- Assisted customers on an around the clock continuous basis
- Participated in employee performance evaluations

1994 to 1996 **Blue Circle Cement** Oklahoma City, Oklahoma

### Terminal Operator

- Maintained acceptable inventory levels
- Completed daily reports
- Assisted customers on a continuous basis
- Performed daily terminal maintenance

## AFFILIATIONS

- University of Central Oklahoma Human Resource Society
- Oklahoma City Human Resource Society
- Society of Human Resource Management
- Certificate, How to Get Organized
- Certificate, Train the Trainer (upon graduation)

## ACTIVITIES

- Sunday School Teacher
- Parental sponsor and participant in pre-school dance programs

## **REFERENCES**

- Dr. Lee Tyner, (405)974-2808 SPHR, Assistant Professor
- Dr. Renee Warning, (405)974-5565 SPHR, Associate Professor
- John Austin (405)703-1910 Chief Operating Officer, Oklahoma Heart Hosp.