

Duran H. Chakarian
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January 31, 2012

City Clerk's Office
10 East Church Street
Room B212
Bethlehem, PA 18018

Dear Human Resources Manager:

Your recent ad for the position of a **Controller** sparked my interest. Please accept this letter and the enclosed resume as my application for the position.

You will see I have made numerous contributions to past employers that have benefited the bottom line. These accomplishments are derived from my exceptional interpersonal and communications skills, strong attention to detail, and unparalleled work ethic. I understand the importance of following rules and regulations and providing exceptional service at all times. I would love to have the opportunity to work for the city of Bethlehem:

If you are interested in a high performing Controller with a positive attitude, high level of integrity, and the ability to lead by example, please give me a call. Thank you for taking the time to review my resume, and I look forward to a favorable reply.

Sincerely,


Duran H. Chakarian

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CONTROLLER

Enthusiastic, high performing Controller. Financial and managerial accounting background at DeSales University..

CAREER HIGHLIGHTS

- Awarded Certificate of Professional Development in recognition of completion of ISO9001/14001 Environmental Management Systems Auditor Training course.
- Recognized in company newsletter for work ethic and contribution to a major, highly visible capital building project that made an immediate impact.
- Involved in creating guidelines for company's ISO9001/14001 manual specifying hazardous/non hazardous waste handling and labeling.

STRENGTHS

- Excellent verbal and written communication skills
- Assigned projects because of thoroughness of work
- Impeccable character and integrity and judgement
- Process oriented
- Strong leadership capabilities

CURRENT PROJECTS

Lehigh Valley Professionals (LVP)- Allentown, PA **2010-Present**

Mentor/Membership Committee Member-Election Committee Co-Chair

To help new members fully engage with the LVP membership by:

- Becoming aware of all resources available to them
- Being available to new members for any questions or concerns
- Reinforcing the need to complete all requirements for joining CareerLink
- Finding opportunities to participate in LVP activities while improving their networking skills
- Making introductions personally to the EC members of LVP

ArtsQuest- Bethlehem, PA **2011-Present**

- Act as an ambassador in being committed to delivering exceptional guest experiences.
- Involved as an usher, customer service and as a ticket taker for various festivals and concert events.
- Participated as a member of the Safety Team during Musikfest.

The Coco Foundation- Bethlehem, PA **2010-Present**

- Assist with set up and directing walkers and runners during Miles for Coco walk/run.

Historic Bethlehem Partnership-Bethlehem, PA

2011-Present

- Assist with set up, customer service, and parking during Summer Blueberry Festival at historic farming plantation.
- Helped with set up for annual 5K Turkey Trot walk/run.

PROFESSIONAL EXPERIENCE

Vertis (formerly Webcraft Technologies) – Chalfont, PA

6 YEARS

Facilities Technician

- Oversaw department's Hazardous Waste Operation for seven acre printing facility
 - Supervised and trained eight Facilities Maintenance Technicians in Hazardous Waste handling procedures in accordance with ISO9001/14001 regulations.
- Maintained and monitored equipment including chillers, boilers, compressors and sprinkler systems.
- Performed daily equipment and supply inventory.
- Monitored machinery and compiled data for statistical analysis of machine maintenance.
- Performed light carpentry, lawn care maintenance, painting, plumbing, hvac, landscaping, snow removal and attending to employee's service calls.
- Responded to and resolved all co-worker questions and concerns.
- Complete all work orders as required.

Classic Temps- Quakertown, PA

6 YEARS

Traffic Control Crew Leader/General Labor

- Coordinated automobile traffic, directed and diverted as needed, as well as collaborating with Verizon Communications workers to provide a safe environment.
- Performed painting, conducted shipping and receiving duties, completed inventory audits and various landscaping tasks.

EDUCATION

DeSales University

Center Valley, Pennsylvania

Bachelor of Arts in Business Management

SKILLS AND ABILITIES

Emergency Response Team member: Integral member of the Emergency Response Team tasked with administering first aide in the event of an emergency.

Operating Systems: Windows

Applications: Excel, MS Word, OpenOffice, Word Perfect, Internet Explorer

Spanish: Intermediate