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Objective: **Director of Auxiliary Services**

Experience:

- 1997-present **Salt Lake Community College (College Store)**
 Manager Supplies/Assistant Director*
Assist in all areas of bookstore operation including purchasing, managing the Supply Department and other non-book areas of the store, oversee receiving operation, coordinate product shipments to multiple store locations, purchase textbooks and assist with buy-back. Responsible for reorganization of text selling floor and developed special order program for textbooks. Prepare store budget, supervision of full and part-time employees. Active participation in store policy decisions. **Annual store sales \$6.1 million**
**There is no official Assistant Direction position, however, I function in the capacity of a person with this title.*
- 1995-1997 **University of Utah**
 Manager Campus C-Stores and Campus Vending
Direct operations of two campus convenience stores and entire campus vending operation, responsible for evaluation and selection of computer register system and overseeing the construction and grand opening of new C-Store. Budgeting and P&L responsibility for all operations. Manage eight full-time and over thirty part-time employees, staffing, marketing, and ensuring superior customer service. Maintenance of all POS systems and vending computer systems. Participation in the negotiations of Coca-Cola and Pepsi contracts.
- 1988-1995 **University of Utah**
 Manager Course Materials (1993-1995)
Total responsibility for Text Operation including buy-back, return, copyright clearance, off-site campus sales, and correspondence study.
Annual department sales \$7.5 million
- Manager Computer Sales/Service (1990-1993)**
Managed Computer Sale/Service Department including budgeting, staffing and P&L responsibilities. Member Apple Higher Education Advisory Committee
Annual department sales \$7.2 million
- Manager General Merchandise (1988-1990)**
Managed General Merchandise Department and insignia apparel, as well as, Museum of Natural History Gift Store. Responsible for purchasing, merchandising, staffing, budgeting and P&L review.
Annual department sales \$1.5 million

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| 1984-1988 | Best Products Assistant Showroom Manager |
| 1983-1984 | McDonald's Corporation Assistant Store Manager |

Additional Training:

Completed Human Resource Management training in the following areas:

- Sexual Harassment
- Diversity
- Disability Awareness

Other training completed in:

- Financial Management
- Textbook Course Materials
- Improving Customer Service

NACS Host Committee Member 1999, Salt Lake City
NACS Present/Speaker – local and regional

Education:

University of Utah
BS Public Relation/Advertising
June 1983