***Objective***

***Tammie M. Hurst*** 3733 NC 69 Hayesville, N.C. 28904

Phone: 828-541-9455 twocountryhens@gmail.com

 I am a friendly, loyal, and dedicated individual who is ambitious to succeed in any given job capacity. I love to learn, and I am eager to accept new challenges. My passion is to grow healthy foods, the process, and preserve those foods in ways others think are impossible. I love showing others the ins and outs of healthier eating.

 ***Experience***

**Owner of Two Country Hens, LLC. 2018-present**

* (Licensed under the Agriculture Department)
* Full-time farmer and business owner**.**
* Preparing homemade products for wholesale and resale.
* Customer relations, website/media relations coordinator, re-stocking of materials for products.
* Day-to-day business operations. Along with my business, I raise chickens for eggs and meat, along with vegetables for me and my community.

**Co-owner of Green Willow Gift, Inc. 2012-2018**

* Day-to-day business operations with a business partner. Purchase, sell,

customer service, accounts payable, purchasing.

 **Gold Service Team Coordinator**

 **Gordon Sinclair (promotional Supplier) 2010-2012**

* Answer calls from top accounts which call in for pricing, stock availability, and product questions and requests.
* Maintain sample inventory at the GA office.
* Maintain paper and electronic files.
* Run monthly sales reports.
* Create sample kits for new customers.
* Write letters and emails welcoming customers and sending letters to customers who do not qualify for end-quantity pricing.
* Set up for all shows for company employees i.e. ship supplies to the show destination, book travel and hotels.
* Manage daily office routines and order office supplies.
* Change information in the system for companies that become preferred customers.

 **Member Manager/Owner**

 **Patriot Properties of America LLC 2009-2018**

* Search out and inspect properties to purchase/sell.
* Search for acceptable financing to purchase properties.
* Maintain files for the company.
* Pay any necessary bills.

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 **Administrative Assistant**

 **City of Pensacola, FL 1991-2001**

* Maintain a calendar of activities and services for the Human Resource department.
* Manage time effectively and provide service on schedule.
* Conduct Salary Surveys and supply reports for different Departments.
* Orientation training for new employees along with a multitude of different types of training throughout the different City Departments
* Manage the Department’s budget and the city payroll activities.
* Liaison for the Human Resources Department for Pension Board meetings
* Provide excellent customer service training for all employees from the City Mgr. down.

 ***Education***

**Fort Walton Beach High School** **Fort Walton Beach, FL** Graduated 1978

**Pensacola Junior College** **Pensacola, FL**

 AA Classes 1992 – 1993

 ***Additional Training and Certifications***

* Sterling Award Certificate
* Human Resource Manual Training
* Customer Service Training
* Reading Dynamics for Business Professionals

***Continued Additional Training and Certifications***

* Violence in the Workplace Training
* Sexual Harassment Training
* Powerful Communications Training

 ***Skills***

* Growing vegetables to eat, sell, and preserve.
* Raising chickens for eggs and processing for meat.
* Building chicken houses, yards, and more.
* Highly skilled with computers, the Internet, and many computer programs.
* Assertive, self-motivated, goal-oriented, organized, and efficient.
* Flexible, cooperative, hard worker, team player, and very reliable.
* A good morale builder and motivator for other employees.

***References***  *More references are available upon request.*

1. Karen Holcomb (706) 781-9708

Owner of Groves Farm Market (Hayesville, NC)

1. Megan Kimsey (706) 781-1829 Business Manager of Grandaddy Mimms

Distilling Company (Blairsville, GA)

1. Tania Deal (706) 632-3411

Marketing Associate of Mercier Orchards (Blue Ridge, GA)

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