

I am responding to the company listing on the ACMO website for Property management. I have over ten years of sales, Management, customer service, and planning experience building a solid foundation within Logistics, and Property Management. With a focus on customer service to multiple cultures and personalities provides a solid foundation for continuing my career into mediation. Having a natural ability to analyze and organize has enabled easy assimilation of Microsoft office applications in my assignments and every day life. Abilities to analyze, communicate, and complete tasks well within the required time frame remaining visual of owners needs. Continuous improvement is a vital key for success in life. Learn new things and apply them increasing strengthen wisdom. CITT and AMCO courses have filled me with additional understanding and has helped in leading my board members in the proper direction of increasing value to our complex without exceeding budget.

I look forward to meeting and discussing how I can be apart of your team of professionals.

Best Regards

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**Objective:** To obtain RCM designation and serve within a strong reputable company that will focus on customer service.

**Profile:**

- Over ten years of supervisory experience in the customer service industry
- Knowledge and experience working in corporate security and investigation
- extensively trained in 'Traffic and Transportation' (three of ten credits)
- Trained in Dangerous goods, WHIMIS, AZ Driver, operations safety
- Experience performing daily tasks including; completing logs, inspection reports inventory control, invoicing
- Excel in a fast paced environment while working on multiple tasks
- Excellent communication skills, critical thinker, and problem solver
- Ability to work independently as well as in a team environment
- Computer Skills: Microsoft Office, Internet communication, as500, CN, CP schedule, and extremely organized

**Professional Experience:**

Maple Leaf Cartage Mississauga, On  
**Dispatch Manager** 2008 to Current

- Complete Daily reports for customers
- Schedule Drivers and maintenance on budget, and on time
- Scheduled appointments with customers
- Satisfied high expectations of owners

Yellow Transportation Mississauga, On  
**Combination Driver/ Dock worker** 2005 to 2007

- Transported goods to and from USA under FAST program
- Ensured Import/export paperwork was correct and in order
- determined that the imported freight was to be held on dock or released to the customer
- secured high value and high risk imports

Summit Food Services

Mississauga, on  
2003 to 2005

**Delivery Driver**

- Delivered grocery items to restaurants
- Completed appropriate paperwork for MTO and accounts receivable
- Corrected, any routing problems with customer and dispatch to improve service
- Utilized common sense for safe operation within Ontario City streets and Highways

**Education:**

**ACMO**

**Mohawk Distance Education**

**2 of 4 credits to RCM designation**

**Hamilton**  
2008- 2009

**Canadian Institute of Traffic and Transportation**

**Undergraduate**

**Supply Chain and Transportation Logistics Management**

**Toronto**  
2006- 2007

**Toronto School of Business**

**Certificate - Hotel and Restaurant Management**

**Toronto**  
1992

**Recent Credits:** Intro to Condo Law 90%  
Physical building Management, 78%  
Organizational Behavior,  
Transportation Systems,  
Logistics Processes

**Hobbies, volunteer:** President, PCC#66  
Cooking  
Handy work (renovation)  
Cabinets, craft

**References:** Available upon request