7217 Chestnut Hills Drive
Burr Ridge, Illinois

DOUG OPPERMAN

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OBJECTIVE: To utilize my skills and experience to contribute to the overall growth and profitability of a progressive, aggressive transportation & logistics company.

OVERVIEW: In the successful job experiences shown below, I have utilized the following skills/talents & abilities:

- Ongoing projection of a positive professional image with strong communication and follow up skills.
- Develop solid relationships with people, fellow staff & citizens of Illinois by showing them through my communication and prompt follow up skills that I sincerely care about their needs and concerns. Response is in person, via mail, email, fax or telephone.
- Utilize my educational skills to inform/counsel people, staff & citizens about available services and opportunities within organizations (YMCA)/government (State of Illinois).
- Apply my organizational skills to develop programs and maintain the flexibility to adjust to changing conditions, goals, needs, etc.
- Use current technology (Word, Excel, PowerPoint, Outlook, etc.) to improve efficiency.

EMPLOYMENT HISYORY:

Governor's Office Citizen's Action- Springfield, Illinois October 2007-Current

State Service Representative (10/08-current):

- Serve as the first point of contact for citizens of Illinois, fielding/routing telephone calls and responding to citizen inquiries.
- Work with appropriate state department on constituent issues
- Log and route constituent mail and email materials
- Handle constituent inquiries and update them on State affairs

Assistant to Legislative Affairs (10/07- 10/08):

- Handled constituent and legislator calls on matters of concern
- Filed legislative bills as needed
- Followed through on copy work, faxes and miscellaneous projects

YMCA of Springfield- Springfield, Illinois Oct 2007- April 2007

Sports Program Director (Internship):

- Ran the youth basketball program with approximately 150 children ages 5-11
- Assisted with the preparation for Youth Soccer and Flag Football leagues
- Recruited support organizations for internal/external programs

EDUCATION:

Eastern Illinois University- Charleston, Illinois Sept 2004- May 2007

- Bachelor of Science Degree- Physical Education Minor- Business Administration
- Studies in Business Management, Business Marketing, Managerial Accounting, Sports Law Financial Accounting and Sports Management
- Active participant in Special Olympics, Intramural Sports, 4H, and family activities

- References Available Upon Request -