

**ZERNIAL M.BOGAN
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OBJECTIVE: Seeking a motivated position as a Human Resource Manager or related position.

EMPLOYMENT

Current Internship with: 1 Main Development LLC Champaign, Illinois

Human Resources division

Current

**Construction Management
University of Illinois**

Mar 2007-current

- Manage and supervise a team of workers supporting the construction project.
- Manage and review blueprint design.
- Manage and schedule work assignments for multiple projects.

**Business Owner/Sr. Manager:
L & Z Cleaning and Construction Urbana, IL 61802**

Jun 1989-current

- Responsible for day to day operations management of the business.
- Provide staff evaluation and selection, staffed supervision and direction, financial business accounting, inventory control, vehicle acquisitions maintenance and repair, industry education on chemicals and their use.
- Train and track staff in daily operation and multiple site applications.
- Manage daily report records which included the reporting of four men repair or replacement, low inventories stocks, job completion or non completion, hazardous or non hazardous situations, worksite readiness or disrepair.
- Manage all finances of the business to include payment of invoices and payrolls.

Truck Fleet Mechanic/Manager:

Dec 2001-Jul 2002

Caribbean Trucking and Enterprise

- Repair, servicing, and maintenance of a fleet of nine trucks.

Managed and repaired engines, electrical systems, and hydraulics.

Managed, repaired and serviced various cars in the company's fleet

- Repaired, and serviced, customer vehicles using diagnostic equipment and tools.
- Managed a team of several mechanics and technicians.

Mechanic:

Jun 2000-Nov 2001

Plastipak Incorporated Champaign, Illinois

- Repaired, serviced, and maintenance cars, trucks, buses, and tractors.
- Repair, ran diagnostic test, and serviced cars and RVs
- Developed training in the automotive field and trained mechanics in automotive repair

Current Internship with: 1 Main Development LLC

current

Relevant Skills and Experience

Quality, detail, and cost oriented, with proven ability to identify, analyze and solve problems, trained and experienced with all kinds of tools and diagnostic equipment.

* Excellent Communication Skills.

* Will take the Initiative when learning new task and procedures.

* Able to think independently and quickly solve problems.

*Computer literate in most applications

Served in U.S. Military, U.S. Air Force, Honorable Discharge 1970-1972.

Education:

Current: Ashford University; seeking a Bachelor's degree in Human Resources (74 Credits earned).

Current: University of Illinois; seeking Construction Management certificates

Jun 98 to Mar 99 Kaskaskia College, Management Certification Program

Aug 96 to May 97 Danville Area Community College: Two Certificates; Automotive Technologies, Sensors and Computers.

Community activity:

Computer director; Salem Baptist Church Community Computer Lab **June, 2002 – current**

President; Champaign County Black Chamber of Commerce **January, 2006 -current**

Head Minister; Salem Baptist Church Prison Ministry **January, 2002 -current**