

# MAX ANDREW NUNN



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## MANAGEMENT

*Business Development*

International Marketing

Office Administration

**CLIENT RETENTION**

EMPLOYEE TRAINING

Brand Marketing

HUMAN RESOURCES

Public Relations

PAYROLL PROCESSING

**ADVERTISING & SALES**

Microsoft Office

76 WPM TYPING

Customer Service

SOCIAL MEDIA

**Email Marketing**

**Budget Management**

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August 3, 2011

Dear Max:

Reforming public education from the ground up is a very tough and complex job. Very few people have the talent, drive and relentlessness to do it effectively. Very few people care enough to do what it takes. You have proven yourself to be part of this very select and small group of people. As such, I have decided to raise your base salary to \$45,000. Your position responsibilities will include greater leadership in the South Territory particularly in Tennessee. Per our conversation, I definitely believe that you have tremendous potential to grow within the organization. With that said, I will be looking for additional opportunities for you to take leadership roles in projects and other initiatives.

The new salary will be effective for the upcoming payroll cycle.

I would like to thank you for all of your hard work. You have demonstrated yourself to be a tremendous team player and a valuable asset to the entire organization. Keep up the good work!

Sincerely,

A handwritten signature in black ink that reads "Jason T. Green". The signature is written in a cursive style with a large, sweeping flourish at the end.

Jason T. Green  
Executive Vice President

# RECENT FEEDBACK FROM QUARTERLY MANAGEMENT REVIEWS

I believe Max has tremendous potential as a manager!

Max has been very good in his teamwork with the operations team and also in his communications to program staff. Max was willing to assist the Atlanta team as well.

Max is very good with client relationships.

Max did a very effective job with his programs last year which led to a seamless partner development process this year. Great work!

Again, Max excels in his dealings with his coworkers and counterparts.

Max's organization is one of his greatest strengths. This helped in his management and timely submission of invoices.

Max is again consistently on time with his reports.

Max did an effective job with the wind down of programs. Additionally, Max ensured high stakeholder satisfaction.

Max has the making for an awesome professional. He pays careful attention to details, builds systems for efficiency and remains motivated even in tough situations.

Max has great personal motivation to deliver great services.

Max is an excellent team member. He consistently seeks out opportunities to help.

Max has excelled in his performance of program management. He is careful with his numbers for retention and staffing ratios. Great job!

Max was consistently on time with timesheets and payroll corrections.

Teamwork is an area of great strength for Max.

Max's operational discipline is very sound. He is diligent with his time and remains organized and consistent with his reports.

Max has a keen attention to detail.

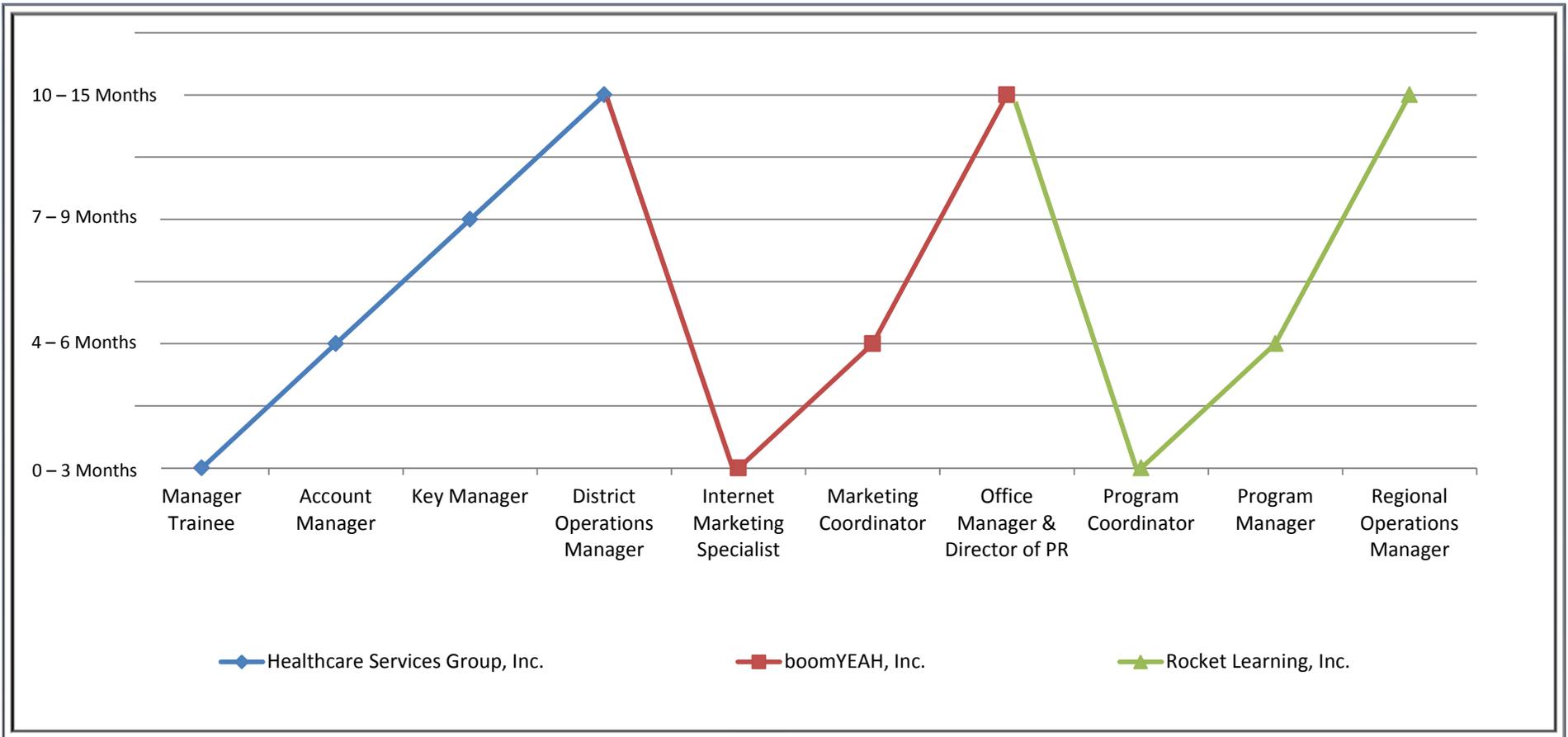
Max continues to grow and shine as a manager. I have seen significant growth in him from last year.

Max has excelled in the area of compliance.

Max has very good communication skills.



# PROGRESSIONAL CAREER TIMELINE





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## Where Are You?

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FOR IMMEDIATE RELEASE

### **OWNER OF BOOMYEAH TO HOLD FREE FORECLOSURE SEMINAR**

*Michael Choi, La Mesa Business Owner, Gives Foreclosure Insight*

**SAN DIEGO, CA -- June 24, 2008** -- A foreclosure surge is sweeping across San Diego County and is drastically impacting the lives of residents that are being forced out of the comforts of home. Michael Choi, CEO of BoomYEAH, Inc. and part-time real estate investor, will host a free seminar for homeowners who are facing foreclosures in the La Mesa and El Cajon areas.

Michael will be lending a helping hand to homeowners who are in default by teaching them to recognize their options and understand what scams to avoid. Although Michael purchases real estate from time to time, he offers these seminars as a way of helping the community cope with their financial stress. With recent economy issues, failed home loans and a depreciating housing market, residents of San Diego could benefit immensely from this free seminar.

The seminar will discuss:

1. Real estate scams homeowners need to avoid
2. Available options for homeowners who are in default
3. How to get help
4. Free counseling and personal planning

The seminar will be held on June 30, 2008 at 6:30 p.m. at the El Cajon Library, located at 201 East Douglas Street, El Cajon, CA 92020. For additional information, please contact Michael Choi at (888) 377-YEAH or [choim@boomyeah.com](mailto:choim@boomyeah.com).

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# INTERNET MARKETING BLOG

This screenshot is a glance at a weekly blog that I created to engage with our clients. Knowing that online visibility is the way of the future for our clients to succeed, I offered them some free insight on how to easily increase their exposure through SEO and internet marketing. By doing this, I was able to draw in these clients to use even more of our services, while simultaneously improving client communication.

The screenshot displays a web browser window with the address bar showing the URL <http://blog.boomyeah.net/2008-10/seo-vs-sem/>. The browser's address bar also includes search engines like adwords. The website's header features a logo with a checkmark and the text "Internet Marketing Tips" in orange. Below the logo, the tagline "the latest internet marketing tips" is visible. The main content area is titled "SEO vs. SEM" in orange. The text below the title discusses the debate between SEO and SEM, stating that SEM is the broad form of marketing that includes SEO. It lists several key components of SEM: SEO, Pay-for-placement, Reputation development, Return on investment management, and Video marketing. On the right side of the page, there is a "Recent Posts" section with a search bar and a list of five articles: "Helpful Links For SEO", "SEO vs. SEM", "The Tops 5 Ways To Promote Your Website", "The Top 5 Google Tricks That Are The Most Useful", and "What Are The Top 5 Most Important SEO Factors?". The fifth article, "What is the Anatomy of a Search Engine?", is partially visible at the bottom of the list.

# MY BIWEEKLY eNEWSLETTER

This is a glance at an email campaign I used to again keep our clients connected while also providing them with helpful information that would improve their company's online presence. I was additionally responsible for database management, distribution of the eNewsletter, tracking success and follow-up of customer inquiries.



## “THE GODFATHER” SEQUEL AUTHOR SPEAKS OUT TO STUDENTS

by Max Nunn

Coming from the small town of Bryan, Ohio, which supplies the world with Dum-Dum’s and Etch-a-Sketches, Mark Winegardner recently accepted the offer to write the sequel to the 1969 Mario Puzo book, “The Godfather.” The decision was just announced in early February on the “Today” show by Random House and the Puzo literary estate.

Winegardner certainly has had his share of adventures in life. Traveling to all of the 48 neighboring states by the age of fifteen; Winegardner sure has literally seen and experienced an American dream. He graduated Phi Beta Kappa and magna cum laude from Miami University. If that isn’t enough, Winegardner later attended George Mason University to receive his masters of fine arts degree.

Winegardner’s work has gotten many great reviews including best book of the year by the *New York Times Book Review*, *Chicago Sun-Times*, *Los Angeles Times*, the New York Public Library, and *USA Today*. In some way shape or form, Winegardner’s work has appeared in *GQ*, *Playboy*, *Ploughshares*, *TriQuarterly*, *DoubleTake*, *Family Circle*, *The Sporting News*, *Witness*, *Story Quarterly*, *American Short Fiction*, *Ladies Home Journal*, *Parents* and *The New York Times Magazine*. Winegardner also received excellent remarks from the Kirkus Reviews saying that his stories were “...a short string of gems in a beautiful contrasted and well-ordered collection” ([www.markwinegardner.com](http://www.markwinegardner.com)).

Teaching at distinguished colleges such as Miami, George Mason, George Washington, and John Carroll Universities, Winegardner is not afraid of sharing and teaching the profound talent he has acquired. He is currently the director of the creative writing program at Florida State University. Winegardner is a renowned author of titles such as “The Veracruz Blues (1996),” “The 26<sup>th</sup> Man: One Minor Leaguer’s Pursuit of a Dream (1991),” and “Elvis Presley Boulevard: From Sea to Shining Sea, Almost (1988).”

On March tenth and twelfth, Winegardner spoke to Flagler students in a workshop focusing on two of his most recent novels: “Crooked River Burning” and “True of Everybody.” “Crooked River Burning” is a short-story that tells of numerous tales in Cleveland city of kaleidoscopic images of egotistical, self-effacing, true to life, ambitious, and floundering people, Americans themselves ([www.markwinegardner.com](http://www.markwinegardner.com)).

Dan Chanon, author of “Among the Missing,” describes “True of Everybody”: “Mark Winegardner is a smart, wickedly funny writer, and “That’s True of Everybody” shows him at his very best. This is a remarkable and addictive collection. These sly and sharply written stories uncover the secret hearts of his middle-class characters in a way that is, quite possibly, dangerous.”

On Wednesday, Winegardner read from his novel, “The True of Everybody” and hosted a discussion about his readings. Following the discussion, he told his process of getting picked to write the sequel.

Winegardner’s first impulse was hesitant, due to the fact that a sequel to “The Godfather” wasn’t the type of book he would write. However, after glancing through the proposal, he was rather impressed. Later on, it occurred to Winegardner that both of his novels actually do have significant organized crime plot strands. On top of that, Random House stated that they were looking for someone who is in roughly the same place in life Mario Puzo was when he wrote “The Godfather”—in the middle of their career and to have two acclaimed literary novels to their credit.

According to Jonathan Karp, Random House editor, they were looking for “...someone who writes in a commanding and darkly comic omniscient voice.” Karp initiated the search via e-mail to literary agents. Karp stated that Random House received more than a hundred proposals. Winegardner’s ten-page proposal automatically sparked an interest and eventually defeated all other proposals.

As for giving any new information on his latest release, he stated that, “If I said anything, they’d have to kill me.”

The Godfather has sold more than twenty million copies worldwide and led to a pair of classic American films that collected nine Academy Awards ([www.randomhouse.com](http://www.randomhouse.com)). Many people expect that Winegardner will carry the torch as needed to produce another topnotch bestseller.



Originating from Naples, the second most populous city in Italy, Master Chef Paolo Pece spent a great deal of his life mastering native culinary skills. Whether he was nourishing his fellow Italians with steamed polyps, the traditional slice of pizza or the after dinner delight of struffoli, Chef Pece has flawlessly transported those Neapolitan cuisines to his new home in the quaint town of St. Augustine, Florida.

Paolo initially launched his fascination with fine cuisine by working side-by-side in his brother's bistro in Naples and receiving professional formal training. Chef Pece shortly concluded that it was time to pursue his dream and begin to take the preliminary steps to open his own restaurant. Paolo took his first major stride by attending a two-year apprenticeship under the direction of a European Master Chef. Upon completion of his apprenticeship, Paolo packed up his set of knives and headed to New York City.

Landing a job as a sous chef at the Al Bacio on the Upper East Side of New York City, Paolo learned how to compliment his zesty Italian palate with the palates of his peers. Upon proving his boundless capabilities, Paolo was asked by the Al Bacio to develop daily specials, initiate original concepts for variations on their current pasta dishes and lend his sweet tooth in crafting new baked goods and desserts.

This led Paolo to accept an opportunity as a supervisor and an a` la carte specialist at Il Ristorante in Chambersburg, PA. Further developing his skills, Paolo felt as though he was finally ready to take the plunge and establish his own restaurant. After acquiring sixteen years of experience, Paolo opened up Café Atlantico in 1999. Chef Pece spent his entire professional career refining and perfecting various cooking techniques in order to create that Neapolitan flavor sensation that he satisfies guests with to this day.

Specialty ingredients at Café Atlantico are prepared using classical Italian training methods. "This," said Chef Pece, "gives me the opportunity to educate my guests so they can discover new flavors on their palate. It is more of an experience versus a dinner and at the same time enriches my life's work with continual enthusiasm."

Paolo's main objective with his distinctive cooking style is to awaken the senses of his guests and place them at his family's dinner table back in Naples. The bonus of this equation is that Paolo does not only feed you like family, he treats you like family as well.

"Being surrounded by the beauties of art in Italy, my childhood dream was to take my passion for cooking and intermingle it with my love for art. Now that I have revolving expressionistic artwork in my own fine dining restaurant, I feel as though a sense of wholeness and contentment has reached me," said Chef Pece.

Have Chef Pece awaken your taste buds by visiting his eclectic, contemporary Italian restaurant located at 647 A1a Beach Blvd.

# REFERENCES

 “Max is a very knowledgeable resource within his region and the company. With each project we worked on, his attention to detail and hands-on approach has shown what a great asset he is.”

**Renae Taylor, Training Manager**  
Rocket Learning, Inc.  
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(909) 648-1876

 “It has been a great pleasure to write this letter of recommendation for Rocket Learning. Rocket Learning has been a Supplemental Education Services (SES) partner in our district for two years. During this time, I have had the opportunity to work very closely with Mr. Jason Green and Mr. Max Nunn. Both of these individuals have shown a commitment to partnering with our school district to impact student achievement. I am very impressed with their professionalism, timeliness in submitting paperwork and required documents and their ability to collaborate with schools to deliver quality programs of instruction for the children in Metro Nashville Public Schools.

Additionally, they have both always been very quick to act on the feedback that comes from the district, so as to improve the services that they offer to the students. I have received numerous compliments from SES Coordinators at schools where Rocket has served. Our district is grateful for the work Rocket has done, and hopefully we can continue to have a relationship with them in the future.”

**Phyllis Dyer, SES Coordinator**  
Metro Nashville Public School  
[phyllis.dyer@mnps.org](mailto:phyllis.dyer@mnps.org)  
(615) 259-8634

 “...boomYEAH is astonished by Max’s aptitude to interface and establish strong relationships with our clients, become a master of SEO/ SEM and provide stellar journalistic implementations. As the Public Relations Director with boomYEAH, Max has proven that he can not only carry the PR load, but also oversee our Internet Marketing Department.

“Max is a hardworking, dedicated person who knows how to plan ahead and organize his time and tasks effectively. We value Max Nunn as a key asset to the accomplishments and success of our company.”

**Michael Choi, Owner**  
boomYEAH, Inc.  
[choi5983@gmail.com](mailto:choi5983@gmail.com)  
(619) 248-3459



“I had the pleasure of working with Max while I was the Operations Manager for the southern territory for Rocket Learning. In my position I was responsible for overseeing state and district compliance, payroll, invoicing, procurement, etc. across 12 districts spanning 5 states. Given the complexity of managing various district requirements, training new staff and dealing with unexpected challenges, Nashville was one of the districts that I never had to worry about because of Max's dedication and commitment to excellence.

In order for my operations staff to operate optimally, we were very dependent on program managers such as Max to have a very close attention to detail given the amount of documents required for payroll and invoicing. Max developed an effective system to ensure that all of his staff's paperwork was compliant and that critical invoicing documents, such as progress reports and monthly attendance sheets, were always turned in on time.

Additionally, Max was able to identify office support that matched his level of dedication and quality and establish important relationships. In order to understand Nashville's specific rules and regulations, Max played an invaluable role in developing a solid relationship with key district personnel that I was able to leverage in getting a thorough understanding of their process and procedures. When mistakes happened, his positive relationship helped us to quickly rectify situations that could have gone differently.

Max singlehandedly ran the Nashville office with very limited support and resources compared with some of our other more established offices. The work that Max was tasked with was far from easy. He had to be versatile in dealing with a range of responsibilities from enrolling students to setting up programs and more. Max was always willing to go above and beyond. He had even spent a night or two at the office and went to other districts like Memphis and Atlanta to lend a helping hand.

Max undoubtedly played a critical role in the start-up of our Nashville operation. My responsibilities additionally included creating and analyzing the program data to ensure that we were tracking towards our targets. Max consistently rated amongst the top on all significant measures ranging from staff compliance to program profitability by managing key metrics and ratios. He also stood out from all of his peers.

One time in particular comes to mind when I assigned the team some Excel homework to ensure their understanding of my Excel training. Because Max valued his professional growth and development and despite having a lot on his plate, he made time to complete the assignment and was the first one to submit it ahead of the deadline. Additionally, he was only 1 of the 2 people that even bothered to complete it out of a team of 10.

Lastly, I must add that throughout my academic and professional career, starting at UC Berkeley (student organizations and class projects), working as a consultant (working on multiple projects across the US), receiving my MBA from Harvard (collaborating on community service projects and academic assignments) and working in several different offices at Rocket Learning, I have been privileged to work with a large number of people from across the United States and the world; Max undoubtedly ranks in the top 10% of the people who I have truly felt honored to have on my team. Anyone would be lucky to have the privilege to work with Max.”

**Ai-Ling Malone, Corporate Operations Manager**

Rocket Learning, Inc.

[ai.ling.jamila@gmail.com](mailto:ai.ling.jamila@gmail.com)

(530) 219-0479



“Max has been an invaluable resource to me in my developing career. He has shown me how to navigate around a business in ways I could have never imagined. Tasks that would normally look extremely dense and time-consuming were easily managed with unique skills and witty tricks he has taught me.

Whether it was “live” online document editing with Google Docs, keyboard shortcuts or just old fashioned creative thinking, I have Max to thank for the priceless wisdom he has bestowed upon me.”

**Megan Burner, Operations Assistant**

Rocket Learning, Inc.

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“Max is a true professional who can relate to any client in a way nobody else on our team can. It’s been a pleasure working alongside of him and his positive energy is going to be well missed.”

**Brennan McKee, Regional Manager**

Healthcare Services, Group, Inc.

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“Max was in invaluable asset to our organization and anyone who is fortunate to have him on their team will be rewarded with creative thinking, hard work, determination and a vast skill set.

Simply put, Max has an unyielding passion to not only make himself and his company successful, but others around him as well. He tied our team together in a way this company has never seen before.”

**Gregory Tucker, Creative Director**

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