

# Anthony Bylina

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Hoffman Estates, IL 60169

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708-964-7613

## EDUCATION & CERTIFICATION

### Illinois Department of Financial and Professional Regulation

*Licensed Associate Real Estate Appraiser*

Chicago, IL

September 2016

- Relevant coursework includes: Basic Appraisal Principles, Basic Appraisal Procedures, Intro to USPAP.

### University of Illinois at Urbana-Champaign

*Bachelor of Science in Recreation, Sport, and Tourism*

Cumulative GPA: 3.76/4.00

Champaign, IL

2004-2009

(Deans List) July 2008

- Relevant coursework includes: Facility Design and Management, Tourism Management, Community Tourism, Leisure Services Marketing, Cultural Tourism, Human Resource Management

## EXPERIENCE

### Appraisals By Trautman

*Associate Appraiser*

Chicago, IL

September 2016 - Present

- Join prominent Champaign-based appraisal firm as they expand into the Chicagoland area
- Coordinate timely site inspections and complete comparable property research to produce professional appraisal forms.

### BIG KAISER Precision Tooling Inc

*Product Specialist*

Hoffman Estates, IL

January 2012 - July 2016

- One of two salesman responsible for increasing overall presetter sales by 5% in 2014
- Conduct sales training for over 100 regional salesman in person and via webinars
- Lead efforts to improve the visual design of presetter quotes and the procedure to create them

*Sales & Service Coordinator – Tool Measurement Systems*

July 2010 – December 2011

- Managed all aspects of the purchase-to-pay cycle including quoting, order processing, inventory quality control, international shipping logistics, installation scheduling and invoicing
- Managed communications between internal department members and 50 national reps
- Created marketing materials for fledgling Youtube sales campaigns and trade shows

*Warehouse & Inventory Group*

February 2010 – July 2010

- Facilitate movement of 500 SKUs and over 10,000 inventory items to new facility

### Entertainment Cruises (Odyssey Ship)

*Intern & Lead Server*

Chicago, IL

May 2009 – January 2010

- Supervise staff as lead server, implement cruise set-up, clean-up and individualized customer experiences

## HONORS/ACTIVITIES

### Alpha Delta Phi Fraternity

*Vice President / Philanthropy Chair*

Champaign, IL

August 2008 - Present

- Increased community service hours across the entire chapter by 10 percent
- Created annual fundraising event which raised \$500 for local charity in first year

*New Member Educator*

January 2007 – May 2008

- Facilitated new member transition of 10 men for five months
- Raised house GPA by implementing a new study program entailing two hour blocks every week

### Boy Scouts of America

*Eagle Scout*

Alsip, IL

January 1996 – June 2002

- Certified Eagle Scout and American Red Cross CPR/First aid
- Orchestrated and recorded over 100 hours of work toward Eagle Scout Service Project