

maryleeprince.ga@gmail.com

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(912) 531-6279

Mary Prince

SKILLS

- Full Stack Web Development (Certificate Expected 03/2022)
- Javascript, CSS, Tailwind, Bootstrap, Third-Party APIs, Github, VS Code, Node

EXPERIENCE

SJV Data Solutions, Kennesaw, GA – *Intake and Results Coordinator*

(Project Coordination, Product Management) February 2016 – November 2021

Processing Specialist II March 2015 – February 2016

Processing Specialist March 2013 – March 2015

Contractor-Records September 2012 – March 2013

- Coordinates international client requests, ongoing vendor status updates, records and results delivery for criminal background checks, civil background checks, reference verifications, and education and employment verifications.
- Develops guidelines and efficient procedures in a team setting to facilitate thorough, accurate, and timely product delivery.
- Communicates across departments and with external vendors to ensure quality of records and to adhere to specific client guidelines
- Internal and external training experience.
- Offers specialized feedback to assist management with CMS monitoring and improvements.
- Utilizes knowledge, experience, and critical thinking skills to provide domestic and international criminal records per client-specific guidelines.
- Responsible for leading International Team personnel and objectives in manager's absence including high-level inter-departmental correspondence and projects.
- Innovation-project team member to improve company-wide communication, knowledge, and employee retainment.
- Product Development Liaison.

Gray's College Bookstore – Statesboro, GA – *Assistant Manager*

March 2011 – February 2012

- Managerial level customer service
- Inventory management, sales, sales tracking, and merchandising
- Interviewed, hired, and trained core and seasonal staff of up to 30 employees
- Responsible for employee schedules and time-clock management
- Oversaw Insignia, Greek, and Office Supply sales departments
- Responsible for daily accounting, key holder

Blockbuster, Inc., Statesboro, GA – Store Manager

August 2009 – February 2011

Sales Manager January 2008 – August 2009

- General Manager in charge of all store functions and standards
- Responsible for customer service at a General Manager level, including problem resolution
- Managed employees, merchandising, inventory and supplies on a 365 day per year schedule
- Conducted bi-annual and quarterly overnight inventories including reconciliations
- Tracked sales goals and store financials
- Created weekly schedule and managed a tight labor budget

EDUCATION

Georgia Southern University, Statesboro, GA – Bachelor of Arts, Cum Laude, Writing and Linguistics

Minor, Fine Arts, Studio

President's List, Spring 2007

Dean's List 2004-2006

ADDITIONAL ACHIEVEMENTS

American Taekwondo Association, Statesboro, GA

Second Degree Decided Black Belt (8 years)

Gamers Outreach Foundation Atlanta, GA/Saline, MI

Volunteer - NOC Support 2018-2019

Atlanta LANfest, sponsored by Intel, Atlanta, GA

Volunteer Staff - 2014-2015

Artist

Digital: *Procreate, Affinity Photo; Pencil, Ink, Charcoal*

Traditional: Acrylic, Watercolor, Gouache

Twitch Streaming: *Online Content Creation and Management*

GENERAL EXPERIENCE

Sensitive Personal Data Processing (8 years), Personnel Management (4 years), Office Management (4 years), Hiring and Training (7 years), Customer Service (4 years), Sales and Merchandising (4 years), Writing (4 years), Fine Arts (7+ years), Editing (1 year)