

# Jaylon Braxton

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## Summary

Dedicated Entry Level IT professional seeking to embark on a new career in technical support. Confident to benefit an IT Department with complex technical knowledge and strong time management skills. Skilled at building rapport with diverse individuals while handling complex technical issues. Vast knowledge of web applications, software, and framework.

## Education

### Sowela Technical Community College

Information Technology • Lake Charles, LA

## Experience

### Tetra Tech

Entry Level Data Analyst • USA

08/2019 - 06/2021

- QA/QC reconciliation, and data entry of timesheets records, invoice records, and material use records for grant-funded programs.
- Coordinate, review, analyze, and summarize financial data for grant-funded programs.
- Audit and reconciliation of force account documentation.
- Assist in evaluating the fiscal administration of grant programs.
- Perform QA/QC review of financial documentation.
- Reconcile federal and state grants, cost estimates, audits, and other initiatives that support disaster recovery efforts.

### Cricket Wireless

Store Manager/Sales Manager • USA

01/2018 - 07/2019

- Evaluate sales personnel on a monthly basis and discuss target goals.
- Build loyal clientele through high-level of customer satisfaction.
- Handle all payroll and bookkeeping functions.
- Control costs by effectively negotiating with all vendors.
- Assign employees to specific duties to best suit needs of the store.
- Maintain inventory log and place orders to restock supplies as needed.
- Create schedule and consider all time-off requests.

## Skills

- Active directory
- Microsoft office
- Desktop support
- Help desk
- Customer service
- Tech support