

MarTell Brandon

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An optimistic, organized, and dedicated graduate of Business Administration..

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Security Guard

REEL SECURITY - Los Angeles, CA

February 2021 to Present

Surveillance at my post

Security Officer

Stoneridge Protection and Investigative Services - Los Angeles, CA

March 2021 to August 2021

Delivery Driver

Asher Logistix - El Monte, CA

January 2021 to January 2021

Help with loading, unloading, delivery, and recording of packages.

Seasonal Delivery Driver

CASA Logistics - Torrance, CA

December 2020 to December 2020

Help with loading, unloading, delivery, and recording of packages.

Collections Specialist

Credit Control LLC - Las Vegas, NV

January 2020 to December 2020

Follow debt collections laws, provide customer service, and negotiate when necessary.

Lyft Driver

Lyft - Los Angeles, CA

June 2019 to January 2020

My responsibilities are to pick up and drop off customers safely, while providing a comfortable environment for the customer, and abiding to all traffic laws.

Reciever

Thriftbooks - Reno, NV

June 2018 to April 2019

My responsibilities were to check books for quality, determine if the book is in demand, throw away any unwanted books, and to ensure a safe workplace.

Phone Banker

Wells Fargo Bank in Reno - Reno, NV
October 2017 to May 2018

My responsibilities are being familiar with federal and banking regulations to create a risk averse environment for the customer. As well as creating caring long-term relationship with customers and providing financial solutions that meets customer financial needs.

Debt Collector

First National Collection Bureau Inc
January 2016 to September 2017

Worked for First National Collection Bureau Inc. in McCarran, Nevada. My responsibilities were being familiar with the different clients and products we collected on while following the Fair Debt Collection Practice Act. As well as negotiated offers and different payment arrangements with consumers to pay their debt off and annotating every account with detail.

Marketing Assistant Intern

Aston Language Centre
January 2015 to June 2015

Worked for Aston Language Centre in Wuhu, China. My responsibilities were to file accounts and passwords in Microsoft Excel and posting job adverts to school websites. I was also the team leader which required me to pass down marketing objectives for the week to the rest of the team and made sure objective was completed by the deadline.

Kitchen Worker

Golden Nugget - Las Vegas, NV
December 2014 to January 2015

My responsibilities were to clean and stock dishes, sweep, and mop between five different restaurant kitchens throughout the casino.

Education

Bachelor of Science in Business Management

University of Nevada - Reno, NV
August 2011 to December 2015

Skills

- Call Center (3 years)
- Customer Service (4 years)
- Microsoft Word (10+ years)
- Microsoft Powerpoint (10+ years)
- Google Docs (6 years)
- Microsoft Outlook (3 years)

- Google AdWords (1 year)
- Facebook Ads (1 year)
- Typing (10+ years)
- Accounts Receivable (2 years)
- Computer Skills (10+ years)
- Project Management (Less than 1 year)
- Accounting (Less than 1 year)
- English (10+ years)
- Microsoft Office (4 years)
- Cold Calling (3 years)
- Warehouse Experience (1 year)
- Search Engine Optimization (SEO) (2 years)
- WordPress (5 years)
- Blogging (2 years)
- Digital Marketing (2 years)
- Email Marketing (2 years)
- Google Analytics (2 years)
- Copywriting (2 years)
- E-Commerce (2 years)
- Google Suite (2 years)
- Social Media Management (1 year)
- Social Media Marketing (2 years)
- SaaS (2 years)
- Customer support (4 years)
- Security
- Active Directory (1 year)
- Windows (10+ years)
- Cybersecurity (Less than 1 year)
- Computer networking (Less than 1 year)
- HTTPS (Less than 1 year)
- iOS (5 years)

Awards

Employee Of The Month

February 2019

I received Employee Of The Month at Thriftbooks.

Certifications and Licenses

Understanding Intellectual Property

July 2018 to Present

I have a basic understanding of the different types of intellectual property and how to best use them.

California Guard Card

February 2020 to February 2022

High School Diploma

June 2011 to Present

Bachelor's degree

December 2015 to Present

In business management

Google IT Support Professional Certificate

November 2021 to Present

IT support: networking, active directory, cyber security

Assessments

Verbal Communication — Highly Proficient

December 2019

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Customer Service — Highly Proficient

December 2019

Identifying and resolving common customer issues.

Full results: [Highly Proficient](#)

Critical Thinking — Highly Proficient

December 2019

Measures a candidate's ability to use logical approaches when solving problems.

Full results: [Highly Proficient](#)

Work Style: Reliability — Expert

October 2019

Tendency to be dependable and come to work

Full results: [Expert](#)

Attention to Detail — Highly Proficient

November 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Highly Proficient

October 2019

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

Marketing — Expert

December 2020

Understanding a target audience and how to best communicate with them

Full results: [Expert](#)

Problem solving — Highly Proficient

December 2020

Measures a candidate's ability to analyze relevant information when solving problems

Full results: [Highly Proficient](#)

Delivery driver — Highly Proficient

December 2020

Interpreting instructions or signs and solving problems

Full results: [Highly Proficient](#)

Supervisory skills: Motivating & assessing employees — Highly Proficient

December 2020

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Key Strengths:

- Analytical
- Tactful
- Punctual
- Strong Communication Skills
- Team Oriented Attitude
- Goal Driven Mindset