

## **MAURICE JEVON HORTON**

5514 Bonner Ave, North Hollywood, CA 91601

Phone: (323) 606 - 3664 Email: [JevonHortonLA@gmail.com](mailto:JevonHortonLA@gmail.com)

---

**OBJECTIVE:** Obtain a Project Management position

---

### **QUALIFICATIONS SUMMARY**

Talented professional with plus years experience in Management, Marketing and Security.  
Proven success in leading cross-functional teams to maximize levels of productivity.

### **AREAS OF STRENGTH**

***Guess Experience, Self-Starter, Team Builder, Encourager, Motivator***

---

### **PROFESSIONAL EXPERIENCE**

#### **The Standard Hotel Downtown, Los Angeles, CA, Guest Relations 01/19 to Present**

- Maintain guest experience and ensue an enjoyable visit
- Locate, log and return lost and found items throughout hotel property
- Enforce guest evictions and maintain bar guest experience
- Accommodate guest complaints and resolve hotel issues

#### **Atlantic Records, North Hollywood, CA, Entertainment Manager 01/15 to 05/18**

- Assisted with the planning and facilitation of public relations events and promotions including handling of media and celebrities
- Mitigated risk factors through careful analysis of each event, statistical data and strength reporting. Anticipated and managed change effectively in rapidly evolving global entertainment business
- Applied critical thinking to ensure positive team building and relations

#### **Cryo Body Shape, LLC, San Antonio, Texas, Center of Life Manager, (Telework) 09/13 to 01/15**

- Developed and implemented better ways of doing business resulting in 10% customer increase
  - Provided vision and leadership prominent to the teams self-service behavior and organizations growth
  - Performed additional duties assigned by owners
- 

### **EDUCATION**

Arts Institute of Austin Texas 2010-2011 (Entertainment Business)

Rasmussen College 2019-Current (Cyber Security)

Northwestern University 2009 – 2010 (General Studies)

GPA: 3.1

## **CERTIFICATIONS**

First Aid, American Heart Association

## **COMMUNITY SERVICE**

### **Community Volunteer Manager Hollywood CA, 91601, Experience**

- Maintain filing and record-keeping systems to ensure proper and timely handling of all volunteer related correspondence, documents, and materials
- Work with the Communications Team to post volunteer and food drive information through social media, website, newsletters and other volunteer resources
- Coordinated and led work parties to skillfully facilitate design and maintenance of company's website
- Conceptualized and successfully launched an initiative that collected contributions of gently used furniture and other household items to sell in the Habitat Humanity store.