

# Taj T. Hollis

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## Objective:

To secure a full-time position with your company where I can effectively utilize my analytical, creative and organizational skills. A team player with the ability and willingness to learn, grow, develop and perform in a collective manner within a professional business environment, to help further company growth.

## Skills:

I am an ambitious and enthusiastic self-starter with over ten years of multi-level-marketing experience. Specializing in senior sales, market analysis, new project development, and public speaking; Promotions and management in international distribution of sales. Also, I have the ability to mold a brand image. Programs used include MS Windows, MS Office, Word, and Excel. I can type 36 wpm.

## Professional Experience:

### ·November 2017 to February 2018

**Brownell Team Realtors**  
9605 W. Flamingo Rd.  
Las Vegas, NV 89147

ISA--

Lead Generation, Lead Conversion; Set & secured appointments for real estate agents.

### ·December 2016 to September 2017

**Capstone Real Estate Network**  
6180 Brent Thurman Way  
Las Vegas, NV

Appointment Setter--

Set and secured daily appointments for real estate team.

### ·February 2014 to September 2014

Sitel Operating Corp.  
420 Pilot Rd.

Las Vegas, NV

Beats Music, Customer Service/Tech Support--

Answered customer questions as well performed basic troubleshooting techniques for 'Beats Music' mobile and web apps. Addressed customer issues via e-mail and telephone. Department went o/b as company was acquired by Apple Music.

### ·November 2012 to May 2013

Quality Home Options

6785 S. Eastern Ave.

Las Vegas, NV 89119

ISA/Prospecting Agent--

As a prospecting agent, I was required to communicate at a high level in order to provide accurate information through a free public service. Helping homeowners upside down in property value and/or alleviate tax debt through facilitating the newest State and Federal options. A full service real estate company, servicing almost everything to do with homes. Programs/tools used included: MS Office, Mojo, Trulia, Zillow, Chase Bank Home Evaluator.

·November 2011 to July 2012

Vitacost.com, Inc.

840 Pilot Rd.

Las Vegas, NV 89119

Warehouse Associate--

General warehouse work. STC/XTC Dept.- Stocking; Gun picking. A/B Frame— stocking vitamin channels. Other departments and warehouse duties included— Packing, Shipping, and Secondary Induction.

·April 2010 to July 2010;

October 2014 to July 2015

United Auto Group (Nissan)

3025 E. Sahara Ave. Las Vegas, NV 89104

Business Development Center Manager--

Set and secured appointments, inbound/outbound phone calls, kept log of daily activities, as well as compiled a nightly spreadsheet. Managed staff of ten. Programs/tools used included: MS Office, Mojo, Dealer Socket and Reynolds & Reynolds.

·April 2005 to January 2006

Tower Records/MTS Inc.

4580 W. Sahara Ave. Las Vegas, NV 89102

Promotions Coordinator--

Fulfilling the only position of its kind for Flagship store #835. I acted as liaison communicating with artists, labels, and media in organizing and booking in-store appearances for performance and autograph signings. Utilized my own creative development for generating retail sales, visual merchandising displays and off-site campaigns. Responsible for creating an 'Independent/local Artist' listening end-cap station. Assisted in opening sister retail location until company went o/b.

·November 2003 to December 2004; August 2007 to August 2009

United Auto Group (Hyundai)

2025 E. Sahara Ave. Las Vegas, NV 89104

House Accounts Representative; Internet Manager--

Bought and sold new and used vehicles. Set and secured appointments, as well as provided quality customer service. Concentration also in Customer Retention, 'Rate Reduction' and 'First Time Buyer' Programs. I have assisted customers and clients alike from subprime to premium comfort levels. Programs/tools used included: MS Office, Mojo, and Reynolds & Reynolds. Worked with company until company went o/b.

**Education:**

**·2016**

**College of Southern Nevada**

**ACT National Career Readiness Certification, Bronze Level**

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**·1997**

Antelope Valley College

Lancaster, CA

Studies: Business Economics; Macro-Marketing

**·1995**

Antelope Valley High School

Lancaster, CA

General Education Diploma

Additional references furnished upon request