**Michel Mouhamadaly**

3965 Las Vegas Blvd S. • Las Vegas, NV 89119

[michelmouhamadaly@gmail.com](mailto:michelmouhamadaly@gmail.com) • (725)-227-0124

*2005-2007*

**Nguyen Auto LLC** | Car Sales and Admin | 14215 Story Road San Jose, CA |

• Prepare text and media for vehicle listing on various market platforms • Field and filter phone inquiries and appointment setting • Price negotiation and contracts signing • Clerical paperwork transfer

*2008-2009*

**Corefino** | Accounts Payable Data Entry Clerk | 530 Lakeside Dr. #140 Sunnyvale, CA | 650-989-7478

• Input, reconcile, and maintain accounting ledgers with transaction reports • Verify vendor orders, invoices and payments • Support senior accounting staff to resolve discrepancies

*2009-2011*

**Solmentum**  | Solar Advisor | 78 1st St. #100 San Francisco, CA | 415-645-6560

• Door to door customer acquisition • Filter leads into appointment setting pipeline • In home presentation and contract signing • Verify permitting requirements with system design configuration • Project liaison

*2011-2012*

**Solarguys LLC** | Lead Procurement | 725 E. Santa Clara St. #400 San Jose, CA

• 3rd party lead procurement • Field team lead trainer • Recruits advisor • Source new clients

*2012-2014*

**Solaropoly Inc.** | Solar Sales | 3350 Scott Blvd #53, Santa Clara 95054 | 408-579-1700

• Convert inside and outside client leads • Conduct trade-shows and other promotional marketing events

*2015*

**Hospice Care** | Caregiver for parent with end-stage illness | 3420 San Saba Dr. San Jose, CA

*2019-2020*

**Harbor Green LLC** | Office Admin &Warehouse Support | 5375 E Cheyenne Ave, Las Vegas, NV | 702-643-691

• Bookkeeping and data entry • Documents review • Shipping Clerk • PC troubleshoot • Vendor customer

contact and projects liaison • OSHA and DOT guidelines facilitator • Warehouse inventory management

*2021-Current*

**Mortgage Revu LLC** | Home Loan Mods Telemarketing | 6330 S Eastern Ave Suite #8, Las Vegas NV | 702-738-6190

• Outbound high volume marketing and lead acquisition • Field home loan inquiries and data entry

• BA Political Science, UC Berkeley 2007

• English and Vietnamese fluent

• 10 key proficiency, 85 WPM typing

• Word, Excel, Outlook, PowerPoint, Dropbox, Quickbooks, CRM software,

• PC proficient and platform malleable

• Refocused after a brief period of arrested career development, to be of operational support at whatever level needed • Adaptable and teachable in those areas personally lacking • Analytical mathematical and data driven • PC tech savvy • Pattern recognition of pricing and process inefficiencies and arbitrage • Pragmatic, logical, and big picture approach to problem solving • Autistic focus and task driven