**EDUCATION**

**Lone Star College North Harris, Houston, Texas**

Associates of Science

Dec 2021

Cumulative GPA: 3.56

**C. T. Bauer College of Business, University of Houston, Houston, Texas**

Bachelor of Business Administration in Management Information Systems

Expected Graduation: May 2026

Cumulative GPA: 3.8

**ACADEMIC PROJECTS**

None

**WORK EXPERIENCE**

**Strategic Staffing Solutions, Houston, Texas**

May 2021 – June 2024

Service Delivery Specialist

* I started as an intern in my first 6 months and transitioned to a full-time service delivery specialist.
* Responsible for all onboarding and offboarding of consultants from a wide market consisting of Houston, Florida, Dallas, California, and some international countries Canada, Philippines, Lithuania, and Poland.
* Daily workflow consisted of working in and out of applicant tracking systems, CIS, Excel and Microsoft Office products.
* Created an onboarding tracking spreadsheet for my regional branch that is still being used in the company after I left in June 2024.
* Successfully handled 40+ consultant transfers from different suppliers to the company. I had to coordinate with many sole proprietorship companies and S-Corporations to compile and audit paperwork and COI.

**HONORS AND AWARDS**

None

**ACTIVITIES**

None

**SKILLS AND CERTIFICATES**

Intermediate skill in Microsoft Excel, Word, PowerPoint, and google adjacent products

Intermediate skill in Python 3.12.4

Beginner skill in web development (Full stack)