

DANNY WILSON

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Profile

Proven track record in general administration, office management, sales/marketing, and customer service. Familiar with office procedures, equipment, systems, and practices sales strategy. Pleasing phone etiquette. Well-organized. Performs well in high-pressure, fast-paced environments. Strong verbal and written communication skills. Team player who is able to relate to people at any level. Multitasking abilities. Ability to grasp and adapt to new environments and procedures. Result driven. Computer proficient.

Education

June 2014	ExamFX	Online
➤ Pass Georgia Property & Exam; awaiting license		
➤ Certificate of Completion; 40 hour Pre-license Course for Property and Casualty		
2009 -2011	Georgia State University	Atlanta, GA
➤ Studied Mathematics Education in Urban Environments		
1997-2001	South Carolina State University	Orangeburg, SC
➤ B.A., Computer Science - Minor in Mathematics		

Relevant Work Experience

Heartland Payment Systems - Frisco, Texas
Systems Analysis / Computer Operator for Heartland Payment Systems - Fortune 500 Company.

Department of the Army - Fort Drum, New York
Non-commissioned Officer, Signal Support System Specialist

Atlanta Public School, C. W. Long M.S. - Atlanta, Georgia
Professional Educator, Title 1 School.

Results:

- ❖ Designed and implemented the Standard Operation Procedures for Preventative Maintenance Checks and Services for Heartland Payment Systems; fortune 500 corporation.
- ❖ Planned and implemented tactical support team for travel to two forward operating bases.
- ❖ Organized and arranged travel flight arrangements and living support for high ranking officers while at patrol base Lutifyiah. Over 30 per month with seamless success.
- ❖ Unmatched work ethic; Awarded New Volunteer (Rookie) of the Year in 2009 after only serving from June to December.
- ❖ Created and managed and over 160 student portfolios.
- ❖ Increased team performance 21.4 % in 2010 at Crawford Long Middle School.
- ❖ Met and/or exceeded expectations in all areas of my teacher evaluation in 2010.
- ❖ Counseled 8 Soldiers as a Non-commissioned Officer in the Main Support Platoon which led to over 5 promotions.
- ❖ Increased 7th Grade math performance 21.4% in 2009-10 resulting in 70% meeting or exceeding standard.
- ❖ Increased 7th Grade math performance 33% in 2010-11 resulting in 73% meeting or exceeding the standard.
- ❖ Increased 7th Grade math performance 31.8% in 2011-12 resulting in 74% meeting or exceeding the standard.
- ❖ Increased 7th Grade math performance 29.8% in 2012-13 resulting in 70% meeting or exceeding the standard.
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References

Available Upon Request.