# EXPERIENCE

**Lead consultant, Fedex office, Houston, Texas — 3/2013-PREsent**

* Excelled in consultation by increasing sales and profit over $2,000 daily by expertise as well as the production of legal documentation, document recreation, document management, advertisement banners, marketing posters, business cards, and other business inquiries.
* Developed and established an advance skill and knowledge of management while regulating cash inquires, store inventory, store revenue, daily deposits, meeting deadlines resolving monetary discrepancies, as well as opening and closing the store.
* Increased logistic performance and proficiency over 90% by progressively managing international, domestic, hold on location, hazardous, clinical, as well as firearm shipping while adhering to safety protocols and the organizations standards.

**Executive assistant, zed distributors, Houston, Texas — 8/2010-2/2013**

* Consistently praised for efficient handling of administrative duties while managing documents, answering phones, scheduling appointments, preparing correspondences, and filing credential documentation increasing work efficiency and support for the executive staff.
* Enhanced the public image and recognition of the organization while implementing new business development by aggressive networking through media as well as community outreach.

**Deroy Johnson**

* Established rapport with clients, superiors, coworkers, interns, and businesses by instilling trust through superior interpersonal, intercultural professional skills, as well as the social media.

**Administrative assistant III, Taylor automotive, Houston, Texas — 1/2004-8/2010**

* Managed and supervised coworkers directly and indirectly while displaying distinguished customer service, professionalism, and business etiquette to emulate.
* Established a network between departments to increase work efficiency by ensuring proper communication, aggressive networking, as well as executive agendas which led to increase in sales.
* Created highly effective organizational, filing, and indexing systems resulting in easy access for credential information to car prices, driving records, titles, monthly payments, auctioneers, as well as buyers.

# EDUCATION

**full sail university, winter park, florida - web design & development**

JUNE 2016

**ORACLE ACADEMY, REDWOOD CITY, CALIFORNIA - ORACLE DATABASE DEVELOPER**

DECEMBER 2014