

## Objective

Professional team player with natural leadership skills and the ability to encourage and initiate strong teamwork among colleagues. Adaptive personality and the capacity to learn quickly in a changing environment.

## Skills

Microsoft Office, HTML, Oracle SQL Plus 11g.

## Work Experience

### Business Specialist Lead

**ABC Corporation** - 2004 – 2005

- Provided counseling and educational resources to start-up and nascent business owners.
- Conducted weekly training courses, assisted clients with software implementations, government contract paperwork, strategic, business, and financial planning.
- Coordinated along with quasi commission to host first West Tennessee Women Business Owners Opportunity Conference, where we were able to assist women business owners in securing government contracts.
- Partnered with Memphis Council for International Visitors to provide technical assistance with foreign visitors regarding trends in business and development of women regarding socio-economic trends.
- Implemented a program that provided start-up business education for retiring city workers.
- Led a successful grassroots campaign to take business education to the people.
- Completed training at churches, worksites, barbershops, and libraries.

### Business Specialist

**BA&M Pros** - 2000 – 2004

- Ensure technology solutions are successfully implemented.
- Develop training resources, multimedia, visual aids, and presentations.
- Monitor and propose workflow improvement.
- QuickBooks Administrator.
- SharePoint Administrator.
- EDI solutions Team Lead.
- Inventory Management Solutions Team Lead.

## Education

Masters of Business Administration in Accounting & Finance - (American Intercontinental University - Dunwoody, GA)