

TAVON GOODWIN

6240 Westford Rd □ Trotwood, Ohio 45426 (Home)

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102 Florida Ave Jacksonville, Arkansas, 720726

(Military)

EDUCATION AND CAREER TRAINING:

United States Military 2023 –
Present

- Navy, Personnel Specialist

University Of Arkansas at Little rock 2024 -
Anticipated graduation 2026

- Information Science

Sinclair Community College, Downtown Dayton, Ohio

2021- 2023

- Computer Science, CIS User Support

Miami Valley Career Technology Center, Englewood, Ohio

August 2019 – May 2020

- Business Ownership

- Accounting and Financial Management, Marketing Management (including product/service, promotion, pricing, market research, and media planning), Human Resources Management
- Knowledgeable Software: Microsoft Office (Word, Excel, PowerPoint, Outlook, Access, Office 365 Suite Specialist)
- Interview Skill state competition, First place award

Trotwood-Madison High School, Trotwood, Ohio

August 2016 – May 2020

- General Studies
- Principles of information Technology

Alter High School

August 2018 – May 2019

- Speech
- Minor accounting
- Theology

WORK-RELATED EXPERIENCE:

Lifeguard, YMCA, Englewood, Dayton, Huber, Ohio

January 2019 - December 2019

- Assist children in the pool

- Scan and monitor the pool to protect occupants
- Monitor PH and Chlorine levels in the pool
- Assist with CPR, first-aid, and basic life support as needed

Retail Clerk, Kroger, Dayton, Ohio

September 2019 – January 2020

- Maintain parking lot appearance
- Stock products and place items in correct areas

HR Assistant, Montgomery County Job Center, Dayton, Ohio

May 2015 - December 2015

- Filed paperwork and managed calls from customers and businesses

Best Buy -Geek squad, Beavercreek, Ohio

March 2022 – Present

- Repair PC's, Laptops, and smart phones

- Monitor client information
- Customer Service
- Phone representative

AWARDS AND ACTIVITIES:

- Cross Country GWOC qualifier
September 2018
- Lifeguard
Jan 2019 - 2020
- Basketball
2016 - 2018
- Football
2018 - 2019
- Golf
2017 -2018
- Interview Skills
2019 – 2020
- Photography and Videography
Present 2022 –

Volunteer

- Salvation Army Turkey Give
away December 2023
- 5th and 6th grade Detroit Lions Flag Football assistant
coach March 2024 – Present