

KELSEY BRAXTON

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PRIMARY WORK EXPERIENCE

Cashier/Administrative Assistant November 2015 – May 2016
Central Market, Houston TX, Austin TX

- Answer, communicate, and accurately transfer phone calls across up to five lines.
- Multi-task efficiently in a fast-paced environment.
- Understand, communicate with, and attend to customer needs in order to provide excellent customer service.
- Work effectively in a team with partners across store to problem-solve varying tasks.

Human Situation Fellows August 2014 – December 2015
Honors College, University of Houston, Houston, TX

- Work closely with up to 4 students each hour during tutoring office hours.
- Plan, implement, and facilitate writing workshops consisting of 30 or more students.
- Assist Human Situation faculty with Friday classes when needed.
- Identify problem areas in student writing and develop solutions that are both creative and effective in nature.

IT Assistant June 2014 – August 2014
Honors College, University of Houston, Houston, TX

- Manage network stability and security within a professional network.
- Assign network users to particular user groups and manage individual permissions.
- Assist Honors College faculty and staff in problem-solving various IT issues while helping them to remain calm.
- Communicate with faculty and staff to provide long-term solutions to individual technical problems.

Cashier June 2013 – August 2013
Chisholm Trail Icehouse and Barbeque, Austin, TX

Sandwich Artist® April 2012 – January 2013
Subway®, Austin, TX

OTHER EXPERIENCE AND SKILLS

Receptionist/Office Phone Coverage 2014 – Present (intermittent)
Braxton Wealth Management, Austin TX

Proficiency with MS Office Suite (Word, Excel, PowerPoint, etc.)

Experience with basic bookkeeping and accounting skills through university-level coursework.