

Onyinyechukwu Orji

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EDUCATION

Cypress Creek High School - Houston, TX

Degree – High School Diploma | Field of Study – Information Technology

Year - Aug.2016 - June 2020

Lone Star College System - Houston, TX

Degree - Associate of Science / Cybersecurity AAS

Year - Aug.2016 - In Currently

WORK EXPERIENCE

Chick-Fil-A - Houston, TX | Employer #: 281-477-7091

Team Member

11/2017 – 06/2020

- Recorded customer orders and communicated clearly to confirm each order.
- Kept customer and food preparation areas clean and well-organized for maximum efficiency.
- Answered customer questions regarding food preparation, responding to concerns regarding potential allergens.
- Suggested additional menu items, beverages, and desserts to increase sales.
- Monitored and counted food stock and supplies to reorder on time.

UPS - Houston, TX | Employer #: 281-908-2038

Pre-Load / Un-Load Supervisor

06/2020 – In Currently

- Managed scheduling, training, and inventory control.
- Read and attached appropriate labels and tags to products and packages for identification purposes.
- Checked all load-related documentation to ensure that it is complete and accurate.
- Developed initiatives for process improvement and reviewed and assessed ongoing operations.
- Assisted supervisor with misloaded packages to maintain organizational efficiency.

LEADERSHIP EXPERIENCE

Skonyx Inc – Los Angeles, CA | Employer #: 281-609-8427

CEO Founder

03/2021 – In Currently

- Organized and facilitated budgets, products estimates, sales forecasts, and product allocations to maximize resource utilization and customer sales opportunities.
- Created company handbook to document corporate policies and procedures.
- Delivered positive customer experiences by implementing effective quality assurance practices.
- Motivated and evaluated personnel for performance improvement and goal achievement.

KEY SKILLS

TECHNICAL: Microsoft Office Suite, Microsoft Excel, Microsoft Spreadsheet, Shopify, Google Ads, Google Suite, Google Analytics, Canva

PROFESSIONAL: Public Speaking, Copy Writing, Content Strategy, Customer Service, Communication Skills