Onyinyechukwu Orji

Houston, TX | (713) 504 - 5633 | onyiorji1234@gmail.com | LinkedIn Profile - [linkedin.com/in/onyinyechukwu-orji-814b2a1b8](https://www.linkedin.com/in/onyinyechukwu-orji-814b2a1b8)

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.

K E Y S K I L LS

**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