**Cleo Brooks III**

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(936) 404-4880

**OBJECTIVE**

Seeking a position that will enable me to utilize my customer service, technical and leadership skills to build long term relationships with vast growing tech companies allowing me to utilize my degree in Digital Media. A position in an aspect of digital media will provide back door knowledge into the industry allowing me to improve on my coding and problem resolution skills.

**EDUCATION**

**Lufkin High School,** Lufkin, Texas

Graduated June 2015

**Texas State University,** San Marcos, Texas

Major - Digital Media Innovation

Minor – Computer Science

Graduation – Spring 2019

**SKILL SET**

* Certified Microsoft Word Specialist
* HTML5
* C++
* CSS
* Premium customer service
* Teamwork and Leadership
* Cash register operations
* Set and maintain planograms
* Computer proficiency- including Ten-key and typing
* Processing inventory for warehouse and sales floor
* Work great with others, self-motivated, reliable, honest, hardworking, able to adapt to change and prioritize effectively to accomplish multiple tasks
* Preparing store for moves, initiatives, and visuals
* DSLR/Mirrorless camera knowledge
* Good product knowledge in Home Theater
* Good product knowledge in Computers

**WORK EXPERIENCE AND OTHER**

**Sales Associate (Customer Service)** Sept 2016 – August 2018

Nike Factory Store, San Marcos, Texas

* Responsible for building clientele, driving Nike+ business
* Customer service, perform customer transactions for sales and returns
* Visual merchandising assist with floor sets; dress mannequins according to industry trends; and assist with product markdowns
* Store inventory, experience with processing items from overnight trucks, maintain store inventory.

**Sales Associate**  May 2014 – August 2016

Best Buy, Lufkin, Texas

* Responsible for building clientele, driving sales, assisting with customer concerns and testing new product for the floor
* Customer Service, perform closing POS register operations, perform customer transactions
* Worked in various departments such as Computing/DI and Home Theater

December 2014- May 2015

**Office Assistant-Lufkin High School,** Lufkin, Texas

June 2011- August 2011

**Hope Center North,** Lufkin, Texas

Summer Camp Counselor

**COMPUTER EXPERTISE**

Certified Microsoft Word Specialist, Macintosh, Google Apps, Windows

Experience with HTML5 code language

Experience with CSS code language

Experience with C++ code language

**ACHIEVMENTS**

* Best Buy June 2016 Leader in Credit Applications (22)
* Fall 2017 Deans List
* Varsity Letter 2012-2013, 2013-2014, 2014-2015
* High School Basketball District 5A 2015 2nd Round Playoffs
* High School Track and Field 400-meter run, District Finals Qualifier
* High School Track and Field 2013 4x4, Regionals Qualifier
* High School Track and Field 2014 4x2, Area Qualifier

**COMMUNITY AFFILIATIONS**

* Black Men United-Texas State University San Marcos, Texas
* YPPU- Church of the Living God, Lufkin, Texas
* VIP Bible Study-Texas State University San Marcos, Texas
* Kyssd Club- Lufkin High School, Lufkin, Texas
* Lufkin High School Varsity Basketball and Track (Team Captain)
* Student Council- Lufkin High School, Lufkin, Texas