

Project Manager Project Manager Houston, TX Authorized to work in the US for any employer Work Experience Project Manager Lazrador Cultivation - Castle Rock, CO November 2017 to June 2019 Turning ideas into reality Oversaw and directed large groups of workers Ensured quota was achieved Teamwork General maintenance Stylist Floyd's 99 Barbershop - Denver, CO August 2016 to November 2017 Used chemicals, scissors, trimmers, clippers, razors and brushes on clients. Administrative Assistant/ Database Administrator LuxHomesDenver - Denver, CO January 2010 to August 2016 Answering phones Scheduling appointments Screening clients/background checks Bank deposits Website maintenance Checking clients in and out Education Cosmetology Toni & Guy Hairdressing Academy-Colorado Springs - Colorado Springs, CO July 2015 to June 2016 Music Musicians Institute - Hollywood, CA January 2011 to January 2012 Skills Goal oriented, Administrative Assistant, Filing, Excel, Marketing, Receptionist, Scheduling, Sales, Word Certifications/Licenses Driver's License

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