

Project Manager/Assistant IT Manager/Customer Service Representative Project Manager/Assistant IT Manager/Customer Service Representative Project Manager/Assistant IT Manager/Customer Service Representative - First State Bank of Bedias Georgetown, TX Work Experience Project Manager/Assistant IT Manager/Customer Service Representative First State Bank of Bedias October 2013 to Present October 2013-Present Project Manager/Assistant IT Manager/Customer Service Representative Correspond with approximately 30 vendors during implementation and management of multiple ongoing projects Manage marketing of products/services, website updates, and Financial Literacy Program Assist in the IT Department preparations of Department of Banking and external audits Account Manager Ray Trant Ranch - Iola, TX August 2012 to October 2013 Record and pay approximately \$20,000 in expenses for ranch and household monthly Coordinate feed delivery and shipping date for roughly 250 calves semi-annually Assist with care of and feeding of approximately 500 head of cattle Aid in the vaccination, castrating and implanting of approximately 500 calves a year. Customer Service Representative Producer's Cooperative Association - Bryan, TX January 2012 to May 2012 Assisted roughly 30-45 customers daily with purchasing animal health products and feeds Coordinated cash and credit purchases of merchandise and feed orders Organized counters, stocked shelves and handled cash drawers Office of the Vice President of Research and Graduate Studies Texas A&M University - College Station, TX July 2010 to November 2010 Student Worker Prepared and transported confidential documents and memos for four different departments Arranged conference room four to six times weekly for university meetings and teleconferences Directed business calls for an average of 20 office personnel Education Bachelor of Science in Agricultural Business Sam Houston State University - Huntsville, TX August 2013

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