

# Braxton

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## Dennis

Braxton Dennis

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Raytown, MO 64138

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braxtondennis3@hotmail.com

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**Skills in** Leadership, Communication, Sales, Cash Handling, Customer Service, Microsoft Office, Negotiation, CSS, HTML5, Figma, and JavaScript

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### Experience

#### I.C. Stars/Intern April 1 - Present

##### Scrum Master

- I Accomplished finishing a presentation in 2 weeks with a group of 3 interns by time management

##### Consulting

- Helped client overcome professional block of “self-doubt” by dedicating 10% of my work day talking to a client.

#### Internal Revenue Service / Clerk

March 2023- November 2023 Kansas City, MO

- Processed 42% production of business tax forms daily by time management
- Maintained and organized the Business Master Files Department.
  - Processed all business tax forms and made sure the information was correct to increase productivity and efficiency for the next department.

#### ALDI/ Warehouse Worker

May 2021 - January 2022, Olathe, KS

- Unloaded trucks of inventory and made orders for many different stores
  - across the state to be shipped off later that next shift
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#### UPS / Package Handler

November 2020 - February 2021, Lenexa, KS

- Unloaded incoming trucks full of packages to be sorted on a conveyor belt
- Scanned packages and entered them into the UPS proprietary system to inform the customers of the package location.
  - Helped team members with any additional tasks.

- Maintained a safe and clean environment.

### **GEICO /Insurance sales**

June 2020 - August 2020, Lenexa, KS

- Provided clients with renters insurance and many other add-ons such as jewelry insurance and auto-bundles.
- Ensured customers have the right level of coverage while identifying and resolving customer conflict.
- High Inbound phone calls dealing with over 80-100 customers per day.
- Received training to obtain a Renters Insurance license.

### **Macy's / Salesman**

December 2017 - 2018, Leawood, KS

- Engaged with 100+ customers weekly and adapted quickly working in different departments.
- Exuded consistent positivity in a high-intensity retail setting.

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## **Volunteer Experience**

### **Lincoln University / Volunteer Tutor**

August 2017 - May 2018, Jefferson City, MO

- Tutored students for college Biology and Statistics.
- Open tutor for any classes that students were struggling with
- I may not know the answer but we will find it together.”

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## **Education**

**Kansas State University / Bachelor of Biology/Pre-Medicine** Expected Graduation: May 2027, Manhattan, KS

### **Lincoln University / Bachelor of Nursing**

August 2017 - May 2018, Jefferson City, MO

### **Raytown South / High School Diploma**

August 2013 - May 2017, Raytown, MO

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## **Awards**

- Mr Sophomore 2018 - 2019
- Dean's List 2017-2018
- Pre Medical Club Representative 2017 - 2018

- Freshman Class Secretary 2017 - 2018

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**Projects ● Elementum Life Coaching** - I worked alongside one of the Software Architects to develop front-end code for the Login Page for the company using HTML, CSS, and JavaScript.