**Kendell Burton**

**1020 Niagra Way**

**Murfreesboro, TN 37129**

**615-479-1186**

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**Summary of Qualifications**

* Reliable & driven with strong time management & prioritization abilities
* Proficient completing assignments–such as data entry, transcription, email management, online research, business scheduling, managing social media, bookkeeping, travel planning, proofreading & editing, & inbound calls management – within provided timelines
* Offering excellent organizational skills, deep insight into business procedures & strategies & extraordinary communication skills, aimed at providing logistically correct administrative support to clients
* Experienced in preparing timely & accurate presentations & reports using sophisticated software and strong research skills

**Experience:**

**Dodson & Associates 2012-2017**

**Executive Assistant/ Customer Service Supervisor**

* Provided critical support to senior associates & top executives
* Scheduled meetings, conferences, itineraries & travel arrangements
* Managed several email accounts on a daily basis along with updating social media accounts
* Performed virtually every aspect of the business, from speaking with vendors, to billing customers, to processing payroll, & interviewing potential employees
* Responsible for accounting, inventory, budgeting, HR, & managerial functions along with administrative, clerical, & receptionist duties along with controlling all bookkeeping

**World Acceptance 2005-2012**

**Assistant Manager/ Customer Service Manager**

* Manage large amount of incoming calls or inquiries from current or prospective clients
* Generated a highly effective organizational filing system including quick & easy access to critical information & office function
* Managed online & offline promotional and marketing activities for the
* Managed files in electronic form using applications such as dropbox and Google docs

**Education**

* **Volunteer State University** 2006-2008
  + Associates Degree in Liberal Arts
* **Middle Tennessee State University** 2009-present (Dec. 2017 Graduating)
  + Bachelors in BA. focusing on Marketing/Management. Minor Public Relations
  + 3.6 GPA and completed several Business, HR, & PR courses
* **Experienced in Microsoft Office, Quickbooks, CRM software**