
EDUCATION:

Georgia Tech University, Atlanta, GA 2023

Certification: **Full-Stack Software Developer** In Process

Jackson State University, Jackson, MS 2005

Major: **Business Management** 3.5 G.P.A

Dedicated, creative, and data-driven professional able to maximize both time and business efficiencies. Motivated to advance my career in a growth-oriented environment that encourages teamwork.

EXPERIENCE:

Williams 6 Logistics – Payroll Specialist/HR Coordinator

Feb 2019-2023

- ☐ Worked with ADP Software to process payroll for all contract and permanent employees
- ☐ Conduct regularly scheduled audits of payroll records to ensure continued accuracy
- ☐ Process data and prepare tax notices and compliance
- ☐ Prepare paychecks to ensure that employees are paid on time and in the correct amount
- ☐ HR/Onboarding
- ☐ Auditing data and setting up employee profiles in internal HR systems; assisting with the coordination, preparation, and distribution of employee documentation
- ☐ Welcoming newly hired employees and executing the engagement plan throughout the onboarding journey; managing the end-to-end onboarding process, ensuring a great experience for new employees and a smooth start into their roles

American Airlines – Flight Attendant/Manager, Flight Operations

Feb 2014-2022

- ☐ Reported all cabin discrepancies and cabin maintenance issues to pilot in command for documentation
- ☐ Coordinated with pilots, maintenance and cleaning crews to ensure aircraft is impeccably clean and properly serviced
- ☐ Conduct preflight check of all cabin equipment prior to each flight
- ☐ Briefed passengers on cabin management systems such as entertainment, high speed data systems and phone capabilities
- ☐ Led the creation and execution of a multi-channel communications plan for Flight Operations that elevates American Airlines as a destination employer with key audiences including employees, potential employees, and business partners.
- ☐ Proactively provide communications counsel that engages and supports Crew members and Flight Operations support personnel.
- ☐ Conceptualize and communicate the strategy for pixel-perfect design mockups from sketches, wireframes, and other UX deliverable that represent your design thinking capabilities
- ☐ Provide overall administrative support to American Airlines staff members
- ☐ General office management, including processing and tracking expenses and invoices, maintaining financial recordkeeping, office supplies, and subscriptions for trade publications
- ☐ Coordinate itinerary and travel arrangements for American Airlines staff relating to promotional runs and events

Heritage Kids Academy– Director, Program Management

Jan 2013-Mar 2014

- ☐ Planned and directed schedules to manage budgets/spend, and coordinate with internal partners (including Marketing and Manufacturing).
- ☐ Determined the appropriate path for the projects, organize and facilitate necessary team meetings, producing minutes, action items and keep management adequately informed.
- ☐ Collaborated with cross-functional leaders to develop and monitor program profit and loss (P&L) and key drivers that affect overall program financial health ensuring programs meet established objectives (e.g. margins, costs, revenue).
- ☐ Led cross-functional teams in pursuit of creative solutions to business-critical challenges/roadblocks.
- ☐ Guided curriculum development as internal and external needs evolve, submit new programs, and successfully gain accreditation/ approval of new programs, while providing functional oversight of all academic related programs
- ☐ Ensured all activities related to the accreditation/re-accreditation of all programs meet or exceed standards
- ☐ Managed graduate and undergraduate faculty to include evaluations, appointments, compliance and discipline
- ☐ Oversaw all revenues and expenditures of the assigned department and ensure expenses are kept within target levels

SOFTWARE EXPERIENCE

- ☐ **Microsoft Office Suite** - Excel, Visio, Access, Project, Word and PowerPoint
- ☐ **Payroll Systems** – ADP, Paychex, Quickbooks
- ☐ **POS Systems** – ShopKeep, Oracle, Light
- ☐ **Programming Skills/Languages** – Agile Methodologies, Full-Stack Development, HTML, Cascading Style Sheets (CSS), JavaScript, Node.js, Git