

**CONTACT INFO:**

4702 Springwells Street

Detroit, Mi.  48210

E: [Aliciataylor42@comcast.net](javascript:window.top.ZmObjectManager.__doClickObject(document.getElementById(%22OBJ_PREFIX_DWT11084_com_zimbra_email%22));)

**313-282-6397**

**EXPERTISE & SKILLS:**

- Management Lead

- Administrative Asst.

- Customer Service Rep.

- Office Management

- Office Assistant

- Clerical Organizer

- Food Service

- Professional Bartender

**SOFTWARE SKILLS:**

- Microsoft Office

Word

Excel

PowerPoint

Outlook

- Internet/Web Savvy

- Various Business Software

**PERSONAL REFERENCES:**

Tom Walker – **313-686-3429**  
Laura Daughtry: **734-578-5002**  
Lynne Kilgore: **734-718-7223**

**Alicia A. Taylor**

**Management | Customer Service | Administrative Professional**

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**PROFESSIONAL PROFILE**

To utilize my skills and expertise as a Management Professional, CSR

or Administrative Assistant working in a fast paced environment, to generate profits and friendly customer service.

Honest hardworking individual looking for full time employment at your establishment. Utilizing all current business protocols and work ethics daily. Seeking a position with your company for the advancement of your business.

**EMPLOYMENT HISTORY**

**Fort Street Brewery** – Lincoln Park, Mi | March 2011 to September 2016 Assistant Manager/Bartender (Part time/Full time):

Managed daily operations of business, staffing, scheduling, marketing & advertising. Open & closing of business, liquor orders, stock and clerical work.

**Allied Office Supply** – Detroit, Mi | May 2014 to July 2016

CSR & Marketing Manager:

Managed daily product sales, managed clientele, marketing & advertising. Closing and Retaining Accounts, Quoting, Bids. Building Business infrastructure for increased sales and profits.

**Annex Office Supply Co.** – Livonia, Mi | Jan 2005 to May 2014

Owner & Marketing Manager:

Managed daily operations of business, staffing, scheduling, marketing & advertising. Open & closing of business, and clerical work. Building Business infrastructure for increased sales and profits.

**Blondie’s Nightclub.** – Detroit, Mi | Jan 2005 to June 2006

Part Owner & Manager:

Managed daily operations of business, staffing, scheduling, band engagements, marketing & advertising. Worked with “WRIF” Detroit in various marketing campaigns and commercials via radio. Open & closing of business, and clerical work. Building Business infrastructure for increased sales and profits.

**EDUCATION**

**John Glenn High School** – Westland

**Graduated in** 2008 - Diploma

Major in: Business Economics