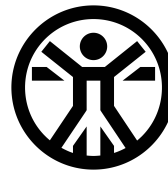


C'zar Wynn Dubois

Strategic Thinker

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Education

Bachelor of Arts, Spanish
Cum Laude

Morehouse College 2011

Spanish Medical Interpretation
Certificate

University of Georgia 2012

6-Sigma Greenbelt Certification
Villanova University 2014

Web Technologies Certificate
Harvard University 2014

Employers

Sacred Spaces, Inc.
Atlanta, GA 2005-2018

Marquis Management Services
Atlanta, GA 2012-2016

Powur PBC
Atlanta, GA 2018

CNN International
Atlanta, GA 2008-2009

/Skills

- Pivot tables
- VLOOKUP
- SAP
- Lean 6 Sigma Greenbelt
- HTML, CSS, Javascript

/Profile

Bilingual professional with expertise in real estate investment, project management, commercial and residential property management, student housing management and corporate accounting.

/Experience

President

- Researched, developed, and executed business plan from conception.
- Designed, built, and launched website with product information, contact form, and map integration.
- Developed and executed marketing strategy for all phases of business life cycle.
- Developed the company's long-term corporate tax strategy.

Project Manager

- Led assigned projects to completion by preparing, implementing, monitoring, and updating the project plan.
- Managed and directed site operations and workforce supervision.
- Developed and executed project communication plans to direct objectives with all stakeholders and provide executive status updates.
- Developed and executed project budgets including resource allocation, vendor management, and project budget change control.

Solar Energy Advisor

- Visited sites to measure roof dimensions, obstacles location & performed shading analysis.
- Assist in utility rate analysis scenarios for potential energy and cost savings.
- Provided clients w detailed explanation of products and procedure.
- Scheduled appointments and consulted customers and leads on the environmental and economic benefits solar energy systems in their homes and businesses.

Accounts Receivable Coordinator

- Researched, validated, and resolved all invoice disputes and short pays. Performed cash application of customer payments (checks, wires, ACH, and credit cards).
- Prepared and monitor customer A/R agings for past due accounts.
- Collection calls & notices to obtain payments of past due accounts.
- Set and assessed credit risk profile for new and long term accounts.