

Diamon Webb

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EDUCATION

Sam Houston State University

Bachelor of Business Administration in Management Information Systems August 2022-August 2024

GPA: 3.75

Houston Community College

Honor's College

Associates of Arts August 2019-December 2021

WORK EXPERIENCE

Zen Heights Corporate Housing, Houston Tx.

August 2021- August 2022

Administrative Assistant

- Managed social media platforms
- Provided supervision, oversight, and accountability for complex projects including data migration, record management, and calendar management
- Developed communication pipelines and disseminated time-sensitive information from management to cross-functional teams
- Gathered data and responses from briefings and used findings to prepare reports on behalf of the corporation

CVS, Houston, Tx.

September 2020- July 2021

Pharmacy Technician Trainee

- Listened actively to address customer concerns
- Prioritized to obtain the most critical tasks completed first
- Respected the privacy of patients and kept information confidential
- Handled numbers, fractions, and calculations with ease
- Followed directions exactly as given by the pharmacist in charge
- Exhibited patience during stressful situations, such as dealing with sick people or insurance errors

Kroger, Humble, Tx.

August 2019-October 2019

- Welcomed customers, answered their questions, helped them locate items, and provided advice or recommendations
- Operated scanners, scales, cash registers, and other electronics
- Balanced the cash register and generated reports for credit and debit sales
- Accepted payments, ensuring all prices and quantities were accurate and providing a receipt to every customer
- Processed refunds and exchanges, resolving complaints
- Followed all store procedures regarding coupons, gift cards, or the purchase of specific items, such as alcohol or cigarettes
- Maintained a clean workspace

QUALIFICATIONS & SKILLS

- Microsoft Office 365
- Google Workspace
- Adobe Creative Suite
- Dependability
- Quality assurance
- Observational
- Adaptability
- Project management

ORGANIZATIONS

- Phi Theta Kappa

