**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 proving 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