**ELVIS MALDONADO**

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**Objective**

**Self-driven employee with the desire to grow and excel as an employee ensuring maximum output to match and uphold the company’s needs.**

**Professional Summary:**

* Business owner
* Management Information Systems / Accounting Minor / Aspiring Network Engineer
* Excel, SAP, Word, PowerPoint, Premier Pro, Photoshop, LrC, WAN, LAN, Python.
* Mentor & Advocate for high-risk adolescents
* Experienced serviceman and U.S. Navy Command Fitness Leader.
* Exceptional customer service professional with leadership experience.
* Proficient in oral and written languages of Spanish and English.
* Experienced in sales of products and services

**Work History:**

**SaS**

IaaS Network Engineer College Intern May 2023–August 2023

Duties:

* AWS, Azure, Aruba, Panorama, Logan exposure
* Configured WTI’s for out of band network operations, TACACS, Host Names, IP’s
* Worked on host migrations for Viya 4 customers, assisted in troubleshooting tickets.
* Familiarized with Routers, Switches, WAP’s, worked in the LAN side.
* OSI layers 1-3 work
* SaS Programming Language 1
* Basic Python Language
* Debugged Cisco SSD hardware issue

**Conroe Independent School District**

Associate Principal August 2022-Current

Duties

* Create spreadsheets regarding curriculum material.
* Assist in administration of students regarding disciplinary action.
* Parent liaison for grades 9-12, heavy emphasizes on the spanish speakers.
* Home visits for students at risk.
* Assisted in several drug intervention programs.
* Administration office duties, I.E. Word, Excel, PowerPoint,

**Zenith Productions**

Founder / Owner June 2022-Current

Duties:

* Strategically allocate marketing strategies to bring in clients and close sales.
* Develop and execute marketing campaigns through social media.
* Create and maintain a website as well as social platforms.
* Implementation of CRM and successfully utilize CRM protocols to close sales, manage clients.
* Create and develop creative motion pictures for clients.
* Maintain accounting records using accounting knowledge for IRS purposes.
* Client meets to execute sales / review their desired services and upsell.
* Maintain a positive revenue to expenses balance sheet.
* www.zenith.productions/home

**Tiffany & Company** March 2021-March 2022

Operations Professional/ Branch Ambassador

Duties

* works effectively with sales professionals, management, corporate partners and clients to drive store sales and profitability
* provide exceptional client service, order fulfillment, inventory management, and ensuring merchandise is delivered
* Effectively handle internal and external phone and e-mail correspondence and partner with Sales Professionals and management to optimize sales opportunities
* Execute best practices by optimizing hospitality and store amenities to create unique experiences and take action on TEI performance and client feedback.
* Elevate in store experience consistently delivering memorable moments.

**Margaritaville Lake Conroe Resort & Conference Center** June 2020- February 2021

Security Supervisor

Duties

* Lead a team of 8 security officers
* Maintain a safe and secure environment for the staff and guest
* Maintenance on Saflok programmers weekly
* Monitor IVMS surveillance systems
* Interrogation reports on rooms and offices
* Ability to use Ambience efficiently with no issue
* Deescalate situations effectively and efficiently
* Create incident reports when needed
* Securing different areas of the property
* Enforcing Benchmark policies to both guest and staff
* Patrol the property for any suspicious activity and mischievous behavior
* Apprehend suspected subjects according to protocols and procedures
* Prepare meeting agendas for all security team meetings

**The Woodlands Resort & Conference Center** February 2019 – June 2020

PBX Operator

Duties:

* Log activity of front desk on PBX logs
* Upsell hotel rooms – Goal: $5k month in upgrades
* Manage guest check in and check out
* Ensure all customer calls are transferred to the appropriate department
* Ensure customer request and work orders are fulfilled
* Offer exceptional hospitality and a welcoming environment to all guests

**F45 Training** August 2018 – January 2019 (Full Time)

Bootcamp Manager January 2019- April 2022 (Part Time)

Duties:

* Sold PT, Challenges and gym membership daily
* Followed up on leads daily, schedule consultations and lead consultations
* Retained clients during 6-week challenge
* Conduct new member orientations weekly for new clients
* Weekly accountability check ins with clients
* Organize/plan unique classes for each day
* Lead bootcamp classes 3-4 times daily, 6 days a week
* Provide clients with nutritional guidance and customized meal plans
* 1:1 personal training

Accomplishment/Recognition

* Lead salesman for bootcamp registrants
* Sold/registered over 60 participants in 2.5 weeks for bootcamp classes

March 2018 – August 2018

Lead Boot Camp Instructor/Trainer

Duties:

* Lead bootcamp classes for 3-4 classes daily, 6 days a week
* Closed sales for prospective boot camp participants
* Plan and instruct unique boot camp classes
* Ensure facility is clean, supplies stocked, and closing and opening duties are complete
* Provide at home 1:1 training
* Customized meal plans for clients

**United States Navy** June 2013 - January 2017

Duty Station: Bremerton, Washington

Military Occupational Specialty: 3rd Class Petty Officer/Boatswain’s Mate

Secondary Unit Assignment: Command Fitness Leader

Duties as a BM:

* Lead a crew of 4-15 seaman
* Helmsman, lookout & watch
* Renovation and maintenance of the USS Nimitz, painting, tearing up non-skid, handling lines, rigging
* Underway replenishments, maintenance on deck drains & equipment, supervise seaman e-3 and below

Duties as a CFL:

* Train and motivate personnel in fitness

Navy Accomplishments:

* 1Q&A Non-skid supervisor
* Underway replenishment basic rigger
* Helmsman and lookout qualified
* Craftsman qualified for maintenance
* 2015-2016 Yard period- Re did anchor chain, 1k+ hours on both boat booms and boat decks brand new focsle

**Education:**

Sam Houston State University (Management Information Systems) Current – 2024 Fall Graduation

Diploma, The Woodlands College Park High School June 2013

**Languages:**

Fluent in spoken and written Spanish

**LinkedIn**

<https://www.linkedin.com/in/elvismf80/>