

## SKILLS AND CERTIFICATIONS

- Certified Scrum Product Owner (CSPO)
- JavaScript MERN Stack
- SQL
- Python for Data Science and AI

## EXPERIENCE

**Corporate Secretary & Accountant** / Cook Brothers, Inc - Tallahassee, FL *08/2020 - Current*

- Saved thousands by reducing administrative and on site job costs without affecting operational functionality.
- Redesigned the company's onboarding processes to increase training efficiency resulting in more effective and consistent company wide growth.
- Manage the corporate investment account while maintaining two other business operations accounts in excess of \$1M.

**Product Analyst Intern** / PlanSource - Orlando, FL *07/2020 - 08/2020*

- Built a consumer data analysis report that helped drive PlanSource's decision to expand a key product, allowing it to serve a larger pool of clients.
- Analyzed internal and competitive data to improve products by staying on top of client's needs and anticipated market trends.
- Partnered with UI/UX designers to define the product's user experience and test prototypes with customers.
- Created and analyzed data reports to assist in writing epics for unreleased product roadmaps.

**President** / Florida State Greek Organization - Tallahassee, FL *11/2018 - 08/2019*

- Overturned the financial standing of our organization by bringing it out of a \$60,000 debt into a cash surplus.
- Saved 15% on housing per year by proposing and negotiating new financing of the organization's property management while exiting a damaging contract.
- Managed our regular operations and annual budget of over \$335,000 as the head decision-maker.

## EDUCATION

Florida State University

*05/2020*

**Bachelor of Science:** Business Management

- Minors in Biological Sciences and Psychology

