
Jaylon L. Allen

allen_jaylon@yahoo.com

www.linkedin.com/in/jaylonallen

(678) 548-2991 (C)

EXPERIENCE

NEW AQUITION

JUNE 2023- OCTOBER 2023

Management in Training, Sandy Springs, GA

- Providing warm customer interactions while making contact and building relationships with clients and their consumers.
- Performed a guideline script presented to the consumer to help and ensure that we bridged the gap of knowledge between the product and consumer.
- Conducted interviews to select my personal team of 7 highly motivated individuals to exceed our expected quota.
- Taught and motivated a group of individuals every morning from their first day training to the “in the field” portion.

WEG ELECTRIC

Logistics Shift Lead, Lawrenceville, GA

JULY 2021 – FEBRUARY 2023

- The responsibility of enhancing communication between warehouse operations, onsite services, immediately completing the friction between the groups.
- Help manage an accurate, revolving WEG inventory and investigate and discrepancies.
- Operate stand up and sit-down Raymond forklift and reach to replenish inventory and complete a vast variety of task throughout the warehouse using WEG System.
- Pick orders accurately from different inventory locations via WEG equipment.
- Lead and motivate the team in receiving process along with picking and packaging elements of operation.

LOWES

Outside Lawn/Garden Supervisor in Trainee, Johns Creek, GA

September 2018 – December 2020

- Provided resources and tools to support those directly helping customers to provide the best service.
- Greeting customers, clarified needs, inventory management, conducted safety walks, and closing sales.
- Assisting with down stocking and area recovery as well as providing input in merchandising decisions. Tasks of floor design, spacing, and merchandise placement between seasonal items.
- Developed weekly schedules for over 15 employees with minimal room for error.
- Monitoring use of store power equipment and coaching employees on safe behavior and lifting techniques.
- Collaborated with the team for upcoming weekly and monthly task given from store manager.
- Greeting customers, clarified needs, inventory management, conducted safety walks, and closing sales.
- Process sales, issued checks, and take payments.

SKILLS

- Microsoft Office, Microsoft Excel, Photoshop, PowerPoint, and Illustrator.
- Extensive training in full stack web development and design
- Excellent leadership, strong interpersonal communication, tact for problem solving, time management, and very serious attention to detail.
- Building financial models and business acumen
- Experience in retail and consumer sales.
- Public speaking and presentation experience.

HONORS

- **RCB Honors Program** – Robinson College of Business
2018-2022
- **HOPE Scholarship** - 2018-2022
- **Dean's List** - 2018

EDUCATION

Georgia State University 2018-2022 GPA: 3.37

Bachelor of Business Administration in Marketing

at J. Mack Robinson College of Business

University of Central Florida 2023

AI Full Stack Coding Bootcamp Certificate

LEADERSHIP & COMMUNITY SERVICE

- **Foundation for Hospital Art** - 2016-2019
- **Care Closet Non-Profit** – 2015-2018
- **Big Brother Big Sister Atlanta** – 2021
- **Leadership Team Member** for
Tomorrow2Today Non-Profit 2019-
Present