

RICHARD A. JONES-SEKSE, MBA

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Objectives

To obtain a position primarily focusing on marketing, public relations, and/or management. My overall goal is to target and gain the business of new customers and/or clients within a market and supply them with applicable products or services, while also improving relations with existing customers and/or clients. I would like to implement the teamwork, leadership, and management skills I have acquired to assist and support consumers and coworkers while contributing to the success of day-to-day operations within the organization.

Experience

- Security Consultant - Defenders May 2017 – Present
 - Build and maintain a relationship/rapport with customers
 - Provide high quality customer service and exceed sales goals
 - Perform risk assessments and provide professional advice on home security to customers
 - Upsell equipment and install security systems for all customers in the Northern Indiana area
- Assistant Rental Manager/Management Training Program – Penske April 2014 - May 2017
 - Trained, as well as provided guidance and support to management trainees
 - Provided high quality customer service and exceed sales goals
 - Called and/or met with existing customers regularly to facilitate customer relations and increase sales
 - Conducted competitor surveys and researched the market for additional opportunities

Education/Certifications

- University of Southern Indiana
- Graduation Date: April 2018
- Master of Business Administration M.B.A.
- Major: Business Administration

- Indiana State University
- Graduation Date: December 2012
- Bachelor of Science B.S.
- Major: Marketing

- HTML 5 Certification - Completion Date: March 2018
- Adobe Dreamweaver Certification – Completion Date: May 2018
- Google AdWords Certification – Completion Date: July 2018
- Google Analytics Certification – Completion Date: August 2018
- SEO Certification – Completion Date: August 2018

Skills and Achievements

- Leadership, teamwork, organizational, time management, multitasking, management and training skills
- Innovative, efficient, highly competitive (former college athlete), and detail oriented
- The ability to work independently and under pressure, problem solving and communication skills
- Proficient with Microsoft Office programs (Word, Excel, Outlook and PowerPoint) and Adobe Photoshop
- Proficient with social media platforms (Facebook, Instagram, Twitter, LinkedIn and Snapchat)