

# Phoenix Ceri Powell

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**Enthusiastic and effective problem-solver seeking a career in the professional world; with great communication, organizational, and technical skills and the drive to thrive in a fast-paced and high-pressure environment.**

## EDUCATION

Goodrich High School, Goodrich, MI June 2021

- GPA: 3.65;
- Completed AP course in English, American History;
- Completed college-level courses in STEM and Business.

Mott Community College, Flint, MI December 2020

- GPA: 3.6;
- Completed college-level courses in English, Math, History.

Genesee Career Institute, Flint, MI June 2021

- GPA: 3.5;
- Completed training and certification in residential and commercial electrical wiring.

## WORK EXPERIENCE

Passive Bolt, Ann Arbor, MI June 2021 – October 2021

### *Internship*

- Assisted in developing an Excel-based inventory management system;
- Assembled and tested production units by hand, meeting all assigned targets and deadlines.

AutoZone, Ocala, FL November 2021 – December 2021

### *Customer Service Associate*

- Assisted customers; from general inquiries to diagnosing and solving specific automotive problems on-site;
- Operated point-of-sale and inventory management systems in the completion of transactions and stock duties.

T-ROC, Dunellon, FL December 2021 – February 2022

### *Wireless Specialist*

- Completed sales of and upgraded phones for national carriers;
- Provided technical support to customers, including phone configuration, transfers, and troubleshooting.

Dept. Of Children And Families (via Manpower), Ocala , FL April 2022 – May 2022

### *Data Entry Specialist*

- Scanned and analyzed documents for relevant data points;
- Used a proprietary application to input new data and correct existing data at high speeds.

## **EXTRA-CURRICULAR *and/or* LEADERSHIP EXPERIENCE**

FIRST Robotics Competition, MI

2016 – 2021

*Team Member*

- Selected as lead electrician;
- Selected as safety captain.

## **PROFESSIONAL SKILLS**

- Excellent communication skills (both spoken and written) and customer service manner;
- Highly organized, with experience working in a clerical setting;
- Exceptionally proficient with Microsoft Outlook, Word, Excel, and PowerPoint;
- 30 words per minute typing / 3000 keystrokes per hour data entry;
- Works well alone and with others, under direction and by own initiative.

## **OTHER SKILLS**

- OSHA 10; NCCER Core Curriculum and Site Safety certifications;
- Experience with various data transfer mechanisms and protocols;
- Experience with CAD software and operation of laser CNC machines.

## **REFERENCES**

Available on request.