

# TAYLOR BOYD SMITH

1401 Alta Vista Ave. | Austin, TX 78704  
Phone: (336) 817 6641 | E-mail: tbsmith0205@gmail.com

## OBJECTIVE

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- Strong efficiency, communication, problem-solving skills and works well in a team. Relevant skills and coursework:
- SDLC, software development methodologies
- Business Process Management
- Business Policy and Strategy
- Operations and Supply Chain Management
- Computer Proficient
- Understanding of Multiple Languages

## EDUCATION

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**North Carolina State University – Raleigh, North Carolina** **2017-2020**

- Completed 104 credits toward B.S. in Business Administration with concentration in IT
  - Minor in Spanish

**Forsyth Technical Community College – Winston-Salem, North Carolina** **December 2017**

- Associate of Arts in General Studies
  - Achievements: President's List, Dean's List (3.89/4.00 GPA)

## SKILLS

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- **Languages:** Spanish (B2 Level), Intermediate-Low French
- **Computer Skills:** Microsoft Word, PowerPoint, Excel, and Access
- Linear programming and optimization using Solver in Excel
- Pivot tables, vlookup/hlookup, regression analysis
- Process modeling using flowcharts and swimlane flowcharts in MS Visio
- Project management using MS Project

## WORK EXPERIENCE

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**Parts Assistant (Part-time)** **Summer 2017**

*Flow Mini – Raleigh, North Carolina*

- Conducted inventory checks and verified delivery receipts for parts needed to complete repair orders
- Oversaw the transition of former warehouse space to be converted into office space
- Coordinated delivery of parts to customers all over the Raleigh/Durham area

**Service Assistant (Full-time/Part-time)** **2015 – 2016**

*Parks Chevrolet – Kernersville, North Carolina*

- Coordinated travel arrangements for customer vehicle pick up and drop off
- Aided management in transferring to an electronic form of record keeping
- Consulted on client engagement for needed repairs
- Reviewed contracts and entered information into database

**Fall Intern (Full-time)** **2014 – 2015**

*Capital Automotive Inc. – Charlotte, North Carolina*

- Reviewed service contracts and entered information into database
- Performed demographic research on client dealerships in West Virginia and Kentucky
- Completed Finance and Insurance training course
- Accurately and efficiently entered DataDot registration information into secure database

**Service Assistant (Full-time)** **2013 – 2014**

*Flow Land Rover/Jaguar – Greensboro, North Carolina*

- Managed and oversaw loaner vehicle fleet of up to 20 vehicles
- Ensured efficient and timely delivery of vehicles and customer drop off
- Implemented new layout of parking lot to maximize parking availability

## LEADERSHIP & CAMPUS INVOLVEMENT

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- Sigma Alpha Epsilon Fraternity member – *House Manager*
- Intramural Sports - Basketball
- Supply Chain Club