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| TyKeria Ellis     |  | | --- | | **Contact** |     Address  Missouri City, TX, 77459  Phone  225-776-7025  E-mail  tykeriaellis@gmail.com     |  | | --- | | **Skills** |     Ability to work in a team  Strong work ethic  Flexibility  Adaptability  Strong leadership skills  Very fast and eager learner  Microsoft Excel  Microsoft Access  Strategic planning  Sorting and labeling  SAP | To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Knowledge in data warehousing, process validation and business needs analysis. Proven to understand customer requirements and translate into actionable project plans. Dedicated and hard-working with passion for data analytics.     |  | | --- | | **Work History** |      |  |  |  |  | | --- | --- | --- | --- | |  | 2021-08 - 2022-03 |  | **Athletic Ticket Office**  *SHSU*   * TICKET STAFF, ATHLETIC TICKET OFFICE:, * Ticket scanning * Ushering of spectators to their seats * Overseeing off player pass list and checking in spectators * Executed record filing system to improve document organization and management. |  |  |  |  |  | | --- | --- | --- | --- | |  | 2018-03 - 2020-01 |  | **Crew Member**  *Sonic, Missouri City, Texas*   * Coaches Team / Crew Members, Carhops and Skating Carhops * Adheres to and monitors employee compliance of the drive-in restaurant employee handbook, policies, and practices * Reinforces a customer service mentality and ensures all employees are always focused on serving the customer * Reports guest complaints to immediate supervisor and assists in resolving such complaints. * Provided excellent customer service by greeting customers and meeting quality expectations. |      |  | | --- | | **Education** |      |  |  |  |  | | --- | --- | --- | --- | |  | 2015-08 - 2019-05 |  | **High School Diploma**  *Hightower High School -* Missouri City*,* TX |  |  |  |  |  | | --- | --- | --- | --- | |  | 2019-09-  2023-12 |  | **No Degree: Management Information Systems**  *Sam Houston State University -* Huntsville*,* TX  *3x Dean’s list* | |

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