

Tommy Fletcher

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EXPERIENCE:

March 2014 – October 2014 **Full-Time Freelance Disc Jockey** Dallas / Fort Worth, TX
Self-Employed

- Managed clients' events with various music and disc jockey needs.
- Developed strategy for demographics of each location and event for all participants' enjoyment.
- Designed event marketing and promotional material for use on all social media platforms.

September 2011 – December 2013 **Technifax Office Solutions** Carrollton, TX
Distribution and Supplies Associate

- Reported stock for inventory control and product to Distribution and Shipping Manager
- Maintained an aggressive inventory program to ensure business partners and clients received all goods
- Configured workflow patterns and established tasks and roles for each daily action.

February 2010 – August 2011 **Round2 Technologies Inc.** Coppell, TX
Senior Remarketing Lead

- Trained each team member to accurately assess all data for all post-consumer electronics.
- Prepared, organized and set daily goals for the remarketing team.
- Utilized proactivity to motivate the team to ensure production of quality workmanship and labor.

EDUCATION:

August 1995 – May 1999 **Brownfield High School** Brownfield, TX

- Graduated with High School Diploma.
- UIL Academics 1995 – 1999; Journalism and Headline Writing

SKILLS:

- Utilizing all products from Microsoft Office
- Utilizing various software and above par computer knowledge.
- Ability to type 75 w.p.m.
- Proficient in organization, problem solving and paying close attention to details.
- Taking ownership and pride in work.