

SUMMARY

An **Organized** and **Creative** contributor with a broad range of proven skills that include:

- Management & Administrative Support
- Relationship Building
- Verbal Communication Skills
- Microsoft Office
- Customer Service
- Handling Customer Complaints
- Coaching & Team Building

Principal personal strengths include honesty, integrity, and a healthy sense of urgency. A team leader and team player who creates an environment that encourages team members to perform at their best!

EDUCATION

Bachelor of Science in Finance, Southeastern Louisiana University, Hammond, Louisiana,
December 2008 3.40 GPA

High School Diploma, Slidell High School, May 1997

PROFESSIONAL EXPERIENCE

CLOVIS & ROCHE, Hammond, LA

4/09 – 3/10

ADMINISTRATIVE ASSISTANT

- Responsible for all month-end reporting to clients.
- Responsible for all mid-month reporting to management and company owners.
- Prepared status reports for clients.
- Prepared spreadsheets for trends analysis.
- Managed company inventory.
- Responsible for entering data for new clients, gathering information to assist other departments in their production efforts, prepared all daily communication letters via mail merge.

STARBUCKS COFFEE COMPANY, Baton Rouge, LA

9/04 – 10/08

SHIFT SUPERVISOR, BARISTA

- Manage daily reports including bank deposits.
- Fill orders and customer relations.
- Responsible for store operations consisting of: customer service, inventory control, ordering, stocking, and monitoring the phones.
- Organized donations for various non-profit organizations within the community: United Way, Habitat for Humanity, MADD, Alzheimer's Services, Aneurysm Outreach

LADY FOOT LOCKER, New Orleans, LA

2/03 – 7/04

ASSISTANT STORE MANAGER

- Prepared month end reports consisting of: monthly sales, inventory, promotion results, and defectives.
- Scheduled and coordinated store hours for 14 people.
- Executed merchandising and promotional displays.
- Managed store inventory cycles and reordering.

EPISCOPAL HIGH SCHOOL, Baton Rouge, LA

8/00 – 3/04

Assistant Soccer Coach

- Overall responsibility for assisting with the Varsity Soccer Team
- Responsible for Pre-planning and running all practices
- Teaching individuals new skills, working late and on personal time to assist individuals with all areas of strengths and weaknesses and leading the team to a variety of successes.