Management Professional with Promotional, Advertising

and Team Leadership Skills

**PROMOTION MANAGEMENT · TEAM BUILDER · MARKETING DEVELOPMENT**

**SUMMARY OF QUALIFICATIONS**

* Analyze and prepare contracts for promotional campaigns and industry programs
* Excellent organizer of information to plan and implement advertising campaigns
* Recruitment and training of potential staff members
* Competent business communicator with private and professional sectors
* Skillful in multi channels of promotion product development
* Profound knowledge in all phases of administrative management
* Mentors others by providing information and creating a learning environment for others regarding problem resolution
* Applies advanced methods, theories and research techniques to solve complex problems
* Coordinate activities of departments, such as sales, graphic arts, media, finance and research
* Ability to follow and understand oral and written instructions with close attention to detail
* Willingness to new learn skills and implement projects based on team decisions
* Experienced in the functions of MS Excel, MS Word and MS PowerPoint

**EDUCATION**

**University of Maryland Eastern -** **Shore** – 2016

Course of Study – Marketing

**Honors Diploma**

**Eastern Senior High School,** Washington, D.CJune 2000

**AWARDS & SERVICES**

**Member of the Urban League** – Washington, D.C

**Member of National Honor Society**

**Friend of a Friend Homeless Fund**

**WORK HISTORY**

*January 2016*  **Sales Consultant – Life Line Screening**

*Present*  Cleveland, OH

* Develop and administer training as the training assistant
* Analyze the needs of clients through assessment and construct customized product packages
* Ensure clients have a clear understanding of contracts
* Verify all needs of clients are met beyond satisfaction
* Perform a variety of clerical and administrative work
* Perform all other related work as required.

*November 2015* **Collections Specialist – Acceptance Now**

*May 2016*  Cleveland, OH

* Responded promptly to customer calls and communications on matters surrounding billing
* Compiled, prioritized and sorted information into various databases
* Accurately verified and posted payments and performed cash adjustments
* Gathered daily collection payments

*September 2014*  **Fire inspector – Fire Guard**

*August 2015* Millersville, MD

* Coordinated and ensured all fire safety inspections were in accordance with the company’s code
* Developed schedules, ordered supplies and completed necessary organizational reports
* Performed routined maintenance tests for sprinkler and fire alarm systems
* Responded and reported all medical emergencies and incidents to law enforcement
* Instructed orientation, conducted training for staff and volunteers
* Collected and interpreted relevant statistics and management information.

*July 2011*  **Certified Glass Technician – Safelite Auto Glass**

*September 2014* Rockville, MD

* Provide excellent customer service to all customers via in person or over the phone
* Properly removed and installed auto glass for a wide variety of vehicles
* Provided accurate pricing quotes and collected payments upon completion of service