Career Portfolio provided by Beyond.com

Contract Specialist

Member Number: 12853312

Albany, GA 31701

Portfolio: http://www.beyond.com/people/12853312

Professional Information

Job Function: Merchandising, Purchasing & Retail

Education: 4-Year College Degree

Employment: Any Position Type

Salary: $30-50k

Resume

Summary: To lend my educational experience in the supply chain and retail marketing environment that will allow me to practice procurement both domestically and internationally within retail organizations.

PROFESSIONAL EXPERIENCE

U.S. Department of Energy, Washington D.C.

Office of the Human Capital Chief Officer (HC ***) December ***January ***

STEP (Student Temporary Employment Program)

The Space Management Project continued I created spreadsheets for electronic devices within the Office of the Human Capital Chief Officer. I printed awards for award recipients within the Department of Energys honors program. I also delivered and sort mail for the Office of the Human Capital Chief Officer.

U.S. Department of Energy, Washington D.C.

Human Capital Management (HC ***) Intern***May ***July ***

Hallway design, I created a story board for the main hallway entrance of the Human Capital Management office I created a theme that matches the office environment. The Space Management project entailed arranging relocation for employees outside of the Department of Energy (DOE), which included allocation of space, computers and phone logistics. The Execution Project consists of reconciling budget accounts for HC *** FY, I participated in Executive budget reviews and decisions for the additional funding within all departments of the Human Capital Office, and I also provided input to executive budget management decisions. Accounting incorporated assistance in procurement by inputting request into Strategic Integrated Procurement Enterprise System (STRIPES), and also reconciling accounts in Quicken and (STARS) (DOE accountings internal and external system.)

Albany State University Albany, Georgia.***January ***June May ***

Work Study Student

As a Work Study Student I filed Faculty and Staffs leave documents, I confirmed time cards for fellow work study students, I organized resumes and applications for current vacancies and I answered phones and other clerical activities in the absence of the receptionist.

U.S. Department of Commerce, Washington D.C*** M ay ***June ***

Trade Promotion Programs (TPP) Intern

I created a marketing research brochure for the U.S. Department of Commerce International Education Team to provide insight on international trade. This document was distributed world-wide for World Trade Month. I supported the day-to-day operations of the executive office. I took the initiative to formalize the organizational scheme for the wide-use of the U.S. & Foreign Commercial Service team. I designed the TPP Internship Program to ensure that recruitment and selection of quality students continue to be hired within the organization.

DSW Shoe Wear Germantown, Maryland***April *** - Current

Sales Associate

As a sales associate I participate in customer service activities, including being a cashier. I straighten shoes according to size style and POS numbers. I register consumers in our Rewards Membership program, to allow them to gain frequent shopping points to receive promotion plans and discounts with our store incentives. I recommend brands and styles that fit our consumers needs. I merchandise accessories and displays according to corporate designs as well as laying out new inventory.

Montgomery College, Rockville MD ***June *** - July ***

Student Assistant

As New Student Orientation Leader, I provided prospective students with an orientation in to the college experience to meet career advisors, faculty, counselors and their program centers. I Briefed student audiences, providing professional advice on campus life, I assisted in organizing the Student Life Specialist with projects for all student clubs and organizations, I systemized office files, managed the logistics and day-to-day operations within the office of Student Life.

Ann Taylor Loft, Gaithersburg, MD*** *** October *** - April ***

Sales Associate/ Personal seller

I provided personal advice and clothing selection assistance to clients introducing them to new wardrobes for their preparation into the professional workforce, conducted retail transactions such as cashiering and receiving inventory.

Press & Associates, LLC, Bethesda, MD *** ***March *** - October ***

Executive Administrative Assistant

As Executive Assistant to this corporate law firm, I created structure within the organization, produced templates to create dockets for municipal judges, obtained programs to manage the payroll for the lawyers and verified receipts.

Invest Corp. Securities America, Rockville, MD ***June *** October ***

Workshop Coordinator

As Workshop Coordinator, I managed the day-to-day operations of the organization and counseled and informed prospective Telecom employees on ***K opportunities, I arranged informational workshops and luncheons for clients.

EDUCATION ***

Albany State University Albany, GA. *** August*** Present

Bachelors of Science Marketing

Montgomery Community College, Rockville, MD ***December *** May***

Transfer Student

ACCOMPLISHMENTS

OFC Venture Challenge***April ***

Montgomery College Management Dept***May ***

Marketing Certification

Montgomery College Management Dept***December ***

General Management Certification

Certified with the American Red Cross***April ***

CPR, AED and First Aide

Skills: Proficiency in Microsoft Office, Excel, Customer Service Care, and Administration, QuickBooks, Quicken, ACT, STARS, IDW, STRIPES.