Summary of Qualifications

Business professional skilled in financial analysis, project management, and product marketing. Strong problem solving and analytical skills with ambition to take on challenges. Able to work in both independent and teamwork environments. Experience in accounting, training, sales and marketing. Excellent verbal and written communication skills. Computer skills include; MS Word, Excel, and Power Point.

Education

Master of Business Administration: Concentration-Finance December 2013

University of Houston – Clear Lake; GPA: 3.50

* *Relevant Coursework:* Accounting for Administration Control; Financial Policy; Economic Policy and Applications; Management Science and Operations
* *Accounting Project:* Designed a balance sheet using formulas in Excel so that product costs, units sold and fixed costs could be updated easily, thus displaying accurate and current operating profits.

B.S. in Business Management May 2011

University of Houston – Clear Lake; GPA: 3.68

* *Relevant Coursework:* Business Finance; Economic Policy and Application; and Money and Banking

Professional Experience

Anita’s Cut Above Hair Design, December 2009 - Current

* Increased sales by 50% year over year at a salon through customer referrals. Quality communication with customers was key to driving results.
* Ensured consistent products and services for the salon by training staff on suite of software tools for inventory, product ordering, sales, and accounting.
* Achieved accurate daily sales reports by reconciling daily sales records.
* Managed salon inventory through consistent and continuous tracking of products needed to support services.
* Improved salon sales through promotional events and development of advertising campaigns.

Community Involvement

* Cut-A-Thon for Sentinels of Freedom
* Cut-A-Thon for Juvenile Diabetes Research Foundation
* Completed the 2010 Avon Walk for Breast Cancer in Houston, TX