

First Name Last Name

Street Address ▪ City State Zip Code ▪ Phone Number ▪ Email Address

MARKETING ~ COMMUNICATIONS ~ MANAGEMENT

Problem Solver – Forward Thinking - Entrepreneurial Fortitude – Can-Do-Attitude

Clearly articulate, open-minded professional with the ability to utilize interpersonal skills, learn information quickly and solve a vast array of problems that can impact a bottom line. A motivated self-started with strong persuasive communication skills and can anticipate needs, connect with staff and influence decisions. Able to present complicated information in a clear and systematic manner. **Looking for an opportunity to discuss how my skills can transfer into your organization.**

- Strategic Planning
- Sales & Marketing
- External Relationships
- Microsoft Office Suite
- Technical (Sonet, T1/D4, Multiplexers, Fiber, Tellabs, Alcatel, Fujitsu, Lucent, DDM, Test Equipment)
- Market Analysis
- Process Improvement
- Time Management
- Lotus Notes
- Project Management
- Team Leadership
- Due Diligence
- Strong Mathematical Skills

PROFESSIONAL EXPERIENCE

CONFIDENTIAL; Chicago, IL

8/2012 – Present

A company of consumer engagement experts who develop strategies to find consumers and win them over to their brand.

In-Market / Events Manager (Washington, DC area)

- Increase product penetration rate by driving consumer sales and brand awareness of several products and services.
- Establish and maintain relationships with managers, owners, event contacts, team members and colleagues.
- Pre-promote events and offers by identifying key partners, potential customers and distribution outlets.
- Establish clear communication channels between clients, prospects and internal client teams.
- Proactively intercept, engage, interact and influence buying decisions with consumers in a positive manner.
- Supplies and provides materials such as product brochures and samples to events for attendees.
- Provide training on product features and benefits to staff, team members and purchases of goods.
- Completes expense reports per company policy for travel and purchases to ensure budget is met.
- Facilitate the activation of events averaging 3 -4 times per/week throughout various cities for client programs.
- Brought brands including Verizon Fios to local events including: fairs, festivals, home shows, and trade sure.

Delivered results:

- Attained weekly and monthly activation goals, while scheduling and co-facilitating events such as: Taste of DC, Washington Home Show; while achieving revenue goals from targeted neighborhood events.
- Implemented exceptional communication both to senior management and staff to foster efficient internal relations.
- Successfully adapted well to challenging situations related to production, delivery and execution of projects.
- Achieved 100% execution on assigned work.

CONFIDENTIAL *Self Employed; Washington, DC

8/2010 – 8/2012

Held marketing/sales roles for companies that sold merchandise in Costco and also executed the marketing of various products displayed at Verizon sponsored events through the DC Metro area.

Delivered results:

- Received praise and expanded business networks based off strong work ethic, reliability and reputation.

CONFIDENTIAL; Washington, DC

4/2010 – 7/2010

The U.S. Census Bureau conducts surveys about the U.S. population, economy, governments and communities.

Training Assistant / Enumerator

- Conducted pre-employment testing for prospective employees and verified employment and application information.
- Directed field interviews with survey nonresponsive citizens for the 2010 census to increase recorded data.
- Collected household and demographic information by canvassing assigned areas by helping individuals' complete forms.
- Documented and reported time-sensitive and accurate results impacting local citizens and their families.
- Corrected any discrepancies encountered within the existed census data being collected.

Delivered results:

- Served as a key catalyst in the recruiting and pre-employment testing phase of employees.
- Enhanced community partnerships with churches and civic organizations through effective communication.

CONFIDENTIAL; Alexandria, VA

1/2009 – 2/2010

Federal agency for granting U.S. patents and registering trademarks.

Patent Examiner

- Examined and reviewed patent applications for compliance with all laws and regulations to ensure government standards.
- Utilized specialized knowledge and technical research to evaluate claimed inventions and determine next steps.

Delivered results:

- Successfully passed the USPTO Training Academy exam within the 86% percentile.

CONFIDENTIAL; Arlington, VA

03/2000 – 11/2008

A global communications and technology leader.

Network Engineer; Manassas, VA

- Created network engineering plans, designed and monitored elements in the local telecommunications network.
- Planned and designed timely, cost effective relief and modernization projects for the local network.
- Applied technological systems and products to innovative system solutions that match network and market requirements.
- Handled functions associated with installation, monitoring, and operation of network elements, capacity and systems.

Long Distance Technician; Arlington, VA

5/2003 – 5/2005

Central Office Technician; Arlington, VA

4/2000 – 5/2003

- Provided first-level network operations support including troubleshooting circuits.
- Used automated network management tools to perform daily monitoring and control of network managed elements.
- Updated and closed required trouble tickets, while performing dial-up testing on network managed elements.

CONFIDENTIAL acquired by **CONFIDENTIAL**; McLean, VA

2/1999 – 12/1999

A leading provider of staffing, outsourcing services and information technology support services.

Information Developer

- Created and implemented a lotus notes database for contract client IBM Global Services Group.
- Developed and edited technical documentation on processes and procedures for the consulting division.
- Held several other short-term contract positions with administrative and project based duties.

CONFIDENTIAL; McLean, VA

11/1997 – 3/2000

A leader in workforce solutions; creating and delivering services that enable its clients to win in the world of work.

Associate

- Supported the Manager of Network Design for Nextel Communications on various projects and development initiatives.
- Collaborated with members of a circuit provisioning group as necessary; while organizing network maps for clients.
- Held several other short-term contract positions related to administrative duties, marketing and technological services.

CONFIDENTIAL; Washington, DC

5/1997 – 8/1998

Established in 1867, Howard University is a federally chartered, private university, classified as a research institution.

Program Coordinator / Mentor

- Assisted Chair of Electrical Engineering in the execution of a high school summer enrichment program.
- Supervised activities of 12-18 students; while providing instruction of technical curricula and overseeing presentations.

COMMUNITY SERVICE / ASSOCIATIONS

Byte Back - Bridging the Digital Divide, Basic Computer Skills Adult Instructor

Union Temple Baptist Church, Computer Trainer (Microsoft Office Windows Suite)

Union Temple Baptist Church, Vacation Bible School, Volunteer

UnderWater Adventure Seeks Scuba Club, Member

National Society of Black Engineers (NSBE), Past Member

Verizon Campaign Back to School Supplies & Verizon Women's Battered Women Shelter, Volunteer

EDUCATION / TRAINING

Howard University School of Law; Washington, DC, Paralegal Training Certificate

DATE

Cisco Certified Network Associate (CCNA); Washington, DC

DATE

Georgetown University; Washington, D.C. Multi-Certificate Program (A+, Network +, Security, etc.)

DATE

Boston University; Washington, DC (Campus), Project Management Course Work

DATE

Howard University; Washington, D.C., Bachelor of Science in Electrical Engineering (BSEE)

DATE

Tau Beta Pi, Engineering Honor Society