
Education

Bachelor of Science in Health Administration and Management- University of South Florida, Tampa, Florida **December 2020**
Study Abroad- Université Laval, Quebec City, Canada **August 2016**

Certifications

Google Analytics Professional Certification – Coursera **April 2022**

Key Courses and Skills

Skills: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Photoshop, Teams, Outlook, KRONOS, ZOHO, SQL, Data Visualization, Data Cleaning, Spreadsheets, Data Aggregation, Excel (Pivot Tables and Lookups), Power BI, Tableau, Lean Six Sigma

Courses: Excel 2021 Essential Training (Office 2021/LTSC), Excel for Business Analyst, Learning SQL Programming, Power BI Essential Training, SQL for Data Analysis, Tableau Essential Training.

Work Experience

Ultimate Medical Academy (Remote) - Tampa, Florida **January 2022 – Present**

Career Service Advisor

- Engage directly with students and graduates providing them guidance on interview techniques, workplace expectations, resume best practices, and career development.
- Match graduates to employment positions and partners with the business development and Corporate Alliance teams to ensure employer partner success.
- Maintain department metrics and quotas including talk time, interviews, hires, and monthly goal of placed graduates.
- Prepare and facilitate graduate interviews with employers, including those with our national Corporate Alliance partnerships.
- Collaborate with employer accounts to assess staffing needs and present them with top quality candidates that were individually evaluated and coached through behavioral, skill and competency-based development.

Cardinal Health - Lakeland, Florida **July 2020 – January 2022**

Night Shift Operations Supervisor

- Supervised over 90 associates and created workflow tools through Microsoft Excel capture if on time shipping departure metrics would be met each night.
- Responsible for hiring, training, and evaluating department associates.
- Responsible for the daily scheduling of the work force to ensure proper staffing to select, replenish, restock, locate and ship merchandise in a productive and cost-efficient manner.
- Prepared routine reports as directed by Operations Manager / Director of Operations/ Vice President of Operations that displayed productivity and imperative information regarding each shift.
- Recorded critical information from meetings with various stakeholders and produced extensive reports to display to my colleagues on possible outcomes to meet stakeholders' business requirements.
- Increased on time dispatch percentage by 30%, by analyzing key performance indicators and using lean six sigma to drive improvements.
- Ensured compliance to all FDA OSHA, DEA, FDA, State, and local regulations in the distribution of pharmaceuticals.
- Managed key profit and loss items, identify areas efficiency while providing flawless transactions and services, opening, and closing of facility.

The University of South Florida Office of Admissions - Tampa, Florida **September 2019 – July 2020**

Student Assistant

- Facilitated tours for incoming and prospective students.
- Assisted in planning outreach events to increase the number of individuals applying to the University.
- Assisted in paperwork, typing documents, and retrieving information for admission applications by using Microsoft excel.
- Obtained daily reports and analyzed the outreach percentage of all high school students applying to the University of South Florida Weekly.
- Aided in creating scholarships, tracked reports and utilized Microsoft Office to assist major admissions operations.

Old Navy - Tampa, Florida **March 2019 – October 2019**

Sales Associate

- Engaged customers to ensure a positive shopping experience.
- Reconciled financials upon completion of shift.
- Educated customers about loyalty programs and incentives.
- Assisted customers with returns and refunds, and resolve complaints that may arise from their transactions with Old Navy
- Increased sales and customer relationship opportunities by informing them of store promotions

Leadership, Affiliations & Honors

Elected Mr. University of South Florida
Alpha Phi Alpha Fraternity, Incorporated
NCNW Young Lady and Gents Mentoring Program

January 2019 – January 2020
April 2018 – Present
January 2018 – December 2020