



EMPLOYMENT HISTORY

Freelance Graphic Designer/Student December 2017-Current

Create graphics for web and print for various Clients. Wix webmaster, NNAACP.

Business Manager Phantom Warrior Lanes Fort Hood, TX September 2014-December 2017

Managed Army bowling facility, planned and directed bowling operations, snack bar operations. Maintained accountability for funds, building and food and retail inventories. Managed, hired and submitted personnel actions for staff of 30. Developed and maintained annual operating budget, business, strategic and marketing plans for facility.

Business Manager Club Hood, Fort Hood, TX April 2008-2012

Managed Army MWR Catering, Restaurant and Bar facilities. Three separate bar operations, full service dining, full service catering, while abiding by military protocol. Maintained accountability for funds, buildings and resale inventories. Managed, hired and submitted personnel actions for staff of 65. Developed and maintained annual operating budget, business, strategic and marketing plans for facilities.

Sales Support, PCS America, Fayetteville, NC 2006-February 2008

Support sales agents by researching sales markets, logging in sales and distributing new member and client packets. Including mass emailing and mailing campaigns.

Marketing Director, IMCEA 2003-2006

Solicited advertising and sponsorship for conferences, monthly trade publication and annual membership directory. Designed advertisement and logos for members in trade publication. Authored articles in trade publication. Managed membership and certification programs; recruited and retained both professional and commercial members. Assisted in planning and execution of training conferences, banquet and award ceremonies.

Business Manager 2000-2003

Managed Army MWR dining and bar facility. Managed hired and submitted personnel actions for staff of 20. Developed and maintained annual operating budget, business, strategic and marketing plan for facility.

Education:

Bachelor of Art Graphic Design and Media Art
Southern New Hampshire University

Certificate of Business Management Marketing and Sales Management
Central Texas College

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