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| Leon M. kelly  400 East 30th Street, New York, NY 10016 · 1-347-712-1935  leonmkelly@gmail.com |
| Capable administrator, educator, and manager seeking a position in the legal arena that will utilize a strong background in efficiently managing multiple priorities and successfully meeting client demands. Motivated, hardworking and committed career changer who is eager to add value to your company. |

# Experience

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| 10/2017 – 04/2018lead loader/unloader, coastal employment  * Assigned several three-person teams to meet daily loading and unloading demands * Counted and recorded units of materials moved or handled on daily production sheets * Conveyed materials to and from storage sites to designated areas, using hand trucks |
| 08/2015 – 05/2016manager, cedric’s boutique  * Dealt with customer concerns and recommendations to maintain the store’s reputation * Monitored stock levels and purchases and ensured they stayed within budget * Produced layout plans for the boutique and maintained store shelves and inventory  08/2009 – 08/2015general office administrator, amerivents  * Assisted the accounting department with payroll reports * Processed time sheets and invoiced clients for services provided * Completed employment and wage verification forms for outside agencies  12/2007 – 06/2008Interviewer, universal survey center  * Screened numerous respondents for various surveys * Input data collected from respondents into the computer * Actively engaged respondents in the interview process  01/2007 – 08/2007recorder, crider, inc.  * Maintained, managed and updated files and folders * Prepared and reviewed reports and schedules to ensure accuracy and efficiency * Conferred with supervisors and managers to facilitate the shipping of product  02/2001 – 12/2006Owner/Operator, Kellyhead  * Produced and published written material in collaboration with editors and designers * Sold baked goods, used clothing and various handcrafted merchandise locally * Performed various landscaping duties such as planting, mowing, trimming, treating, etc.  06/2000 – 12/2000assistant manager, kmart  * Managed, motivated and mentored Department Managers and Associates * Ensured store schedules and objectives were met by employees * Tracked the progress of weekly and monthly sales objectives  01/2000 – 06/2000restaurant manager, church’s  * Ensured standards of hygiene, health, and safety were maintained * Prepared reports and other performance analysis documentation * Recruited new staff, and trained and developed existing staff  03/1998 – 08/1999floor supervisor, kroger  * Managed a team of between 8-12 Cashiers and Courtesy Clerks on any given shift * Provided top level customer service by resolving disputes and filling requests * Assisted Managers with merchandising functions and business processes  08/1994 – 12/1995educator, bibb county board of education  * Prepared individualized lesson plans tailored to students at varying levels of competency * Managed student behavior by establishing and enforcing rules and procedures * Updated/maintained student records as required by law and district policies  08/1992 – 06/1994educator, emanuel county schools  * Observed and evaluated student performance and development * Instructed students using new and productive methods for more efficient learning * Coordinated with other colleagues to ensure an optimal learning environment |

# Education

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| 03/1989 – 06/1992Bachelor of science, Georgia southern university Major: Education |

# Skills

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| * Excellent written and oral communication * Proficient record keeping * Team leadership and management | * Problem analysis and problem solving * Decision-making and judgment * Planning, organizing and prioritizing |