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| Leon M. kelly400 East 30th Street, New York, NY 10016 · 1-347-712-1935leonmkelly@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
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| 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
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# Education

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| 03/1989 – 06/1992 Bachelor of science, Georgia southern universityMajor: 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
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