5803 Corralberry Court Home Phone: (317) 818-0475

Indianapolis, Indiana 46033 Email: brandon\_r26@yahoo.com

**Brandon Robinson**

**Objective** To help an organization distinguish itself in the area of outstanding customer

focus and satisfaction.

**Education** 2001-2005 Texas Wesleyan University Fort Worth, Texas

**Bachelor’s Degree in Business Administration with emphasis on International Business**

* **Graduated August 2005**
* **Dean’s List, Fall 2003**

**Experience** 2008-2009 Chung Dahm April Institute Junggye-dong, Nowon-gu, Seoul

**English Instructor**

* Taught phonics and grammar.
* Developed student conversational skills.
* Evaluated student progress and behavior twice a term.
* Directed and recorded students in performances on stage.
* Checked and graded student speaking online homework.
* Administered and graded test.

2006-2008 Fort Bend County Engineering Rosenberg, Texas

**Clerk**

* Filed and reported invoices and purchase orders.
* Updated spreadsheets of money coming into the Recycling Center.
* Made updates and corrections to department’s website.
* Kept track of methane and refinery readings as well as recorded readings.
* Assisted 1st Assistant County Engineer with grant related applications, research and reports; also update his contact list.
* Inputted, receipted and filed permits.
* Filled in and mailed out exemption and development certificates for permits.
* Completed Inspection letters, Plan and Plat Review letters and General Plan letters.
* Gathered mail and delivered documents throughout the county.
* Back up for receptionist.

2005-2008 Godiva Chocolatier, Inc. Hurst, Texas

**Assistant Store Manager**

* Compiled operations report weekly.
* Created employees’ sales goals.
* Reviewed coaching logs with employees.
* Designated tasks to store key holders and sales associates.
* Met or exceeded weekly sales goals 98% of the time.
* Developed marketing ideas to increase sales.

**Part-time Sales Associates**

* Compared last year’s net sales and transactions to current year’s.
* Prepared and sent reports to corporate accounting department.
* Completed store payroll.
* Ordered, received and stocked shipment.
* Register transactions completed as needed.
* Helped customers with purchases on phone and in store.
* Trained new employees.
* Responsible for cash management and deposits**.**

2003-2005 US Army Corps of Engineers Fort Worth, Texas

**Clerk in the Labor Unit of the Contracting Division**

* Reviewed, logged and filed payrolls.
* Kept track of files that stayed or were shipped to Records Holding.
* Stamped and sorted mail.
* Drafted award letters and all supporting documents.
* Prepared Additional Classification and Rate Request letters.
* Created slide presentations, spread sheets and documents in Microsoft Office.

**Awards Received:** Certificate of Appreciation & Cash Awards