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| Jean Leonard |  |
| 10117 Gloria St. Gibsonton, Fl 33534 |
| 813-922-9660 ▪ areupluggedin@gmail.com www.areupluggedin.com |  |

**Skills**

* Photoshop, Flash, Adobe Creative Suite, Dreamerweaver, WordPress, HTML5, CSS, PHP, JQuery, Javascript, and Intel XDK
* Microsoft Office, Word, Publisher, PowerPoint, Excel, Forklift Certified, and CDL Class-A Lic.

Education

* Sanford-Brown College ▪ President’s List 4.0 GPA
* Graduation June 2015 ▪ Associates of Science in Web Design and Development

Objectives

Areas of expertise include developing and maintaining customer client relationships. Self-motivated leader with extensive experience in improve operational efficiency, scheduling, and manage internal staff relations.

Experience

Admissions Representative

▪ November 2010 – May 2015

*Sanford-Brown College /IADT Online ▪ 7702 Woodland Center Blvd. Suite 100 Tampa, Fl. 33614*

* Conducted interviews and evaluated each prospective student based on his/her needs, and interests.
* Assisted prospective students in completing the admissions as well as cultivated ongoing relationship with the prospective student from enrollment through graduation.

New Business Account Specialist ▪ October 2008 to November 2010

*Bisk CPEasy a division of Bisk Education, Inc. ▪9417 Princess Palm Ave, Tampa Fl. 33619*

* Cultivated new business with CPA's who had never done business with firm and developed long term relationships for renewable business.

Plumbing Department Office Manager ▪ 2007-2008

*Maronda Homes ▪ 13038 US Hwy 41 S. Gibsonton, Fl. 33534*

* Managed the daily plumbing schedules, invoicing, purchasing orders, dig permits, payroll and other office duties for the East Florida region.

Account Executive ▪ 2005-2007

*Info USA ▪ 10126 Windhorst Rd, Tampa, FL 33619*

* Cultivated partnership with clients by identifying solutions for marketing strategies
* Initiated and participated in monthly follow-ups with over 360 businesses, client meetings, high-level on-site training, or strategic marketing planning sessions.

Junior Investment Fraud Consultant ▪ 2002-2005

*Jk Harris -165 Services LLC ▪ 2002 N Lois Ave Suite 260, Tampa, FL*

* Conducted initial interview of the potential clients to assess type of fraud and gather facts for Attorneys and CPA to evaluate the cases. Managed a staff of five team members as well preformed general office duties.