

Stephen Key

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SUMMARY:

As a student with a little over a year of managerial experience, I will bring energy and enthusiasm to your establishment that will surpass your expectations. Being well educated on Microsoft office suite, Microsoft Front Page, Adobe Photoshop CS2, and several other applications as well as excellent customer service skills will allow me to quickly assimilate to the current company culture. By nature I am a self-motivated individual who actively seeks to find creative solutions for atypical situations. I have a proven ability to satisfy and retain clients as well as motivate others around me to do their best work.

EXPERIENCE:

July 2006 **Texas Legal Publications**
to Assistant Manager
Present

Report to: **Owner/Operator**, Robert Donaldson

Job Responsibilities:

- Managed responsibilities for opening & closing operations
- Responsible for managing staff
- Oversee daily activities and transactions
- Shipping and receiving product orders
- Lead research of potential products to sell

Experienced in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook), customer relations, Microsoft FrontPage, Adobe Photoshop CS2, with a strong command in organizational skills.

Extensive knowledge of legal material and identifying potential suppliers based on customized criteria.

Familiar with all aspects of Windows Operating Systems 03-07

June 2005 **Office Depot**
to Technical Specialist
January 2006

Reported to: **Operations Manager** Bill Blake

Job Responsibilities:

- Lead efforts to answer and troubleshoot computer issues for customers
- Department maintenance
- Closing store at night
- Responsible for in-store customer service and repair

Received Employee of the Month October 2005

Experienced in multi-tasking, computer troubleshooting, software installation, hardware installation, customer service, with a strong command of effective time management

May 2004
to
August 2004

Alief Independent School District
Student Helper / Web Designer

- Utilized Skills in Microsoft FrontPage and Microsoft Office Suite
- In charge of relocating various department offices to new locations. Main duty of updating and redesigning several administrative web pages to remain current and accurate.

EDUCATION:

2008 University of Houston-Downtown Houston, TX
BBA, Management, GPA 3.0

- Elected to the Position of Vice President of the Student Supply Chain Management Association (SSCMA).
- Arranged and Sponsored Guest Speaker Orlando Sanchez, Harris County Treasurer to speak on the issue of business ethics at the University of Houston-Downtown 11/07

2004 Alief Elsik High School Houston, TX
High School Diploma, GPA: 3.2

RELATED COURSEWORK:

- **Applied Organizational Behavior**, University of Houston-Downtown, Houston, Texas, 2007
- **Business and Technical Writing**, University of Houston-Downtown, Houston, Texas, 2007
- **Management of Organizations**, University of Houston-Downtown, Houston, Texas, 2007
- **Business Ethics**, University of Houston-Downtown, Houston, Texas, 2007
- **Statistical Analysis of Business**, University of Houston-Downtown, Houston, Texas, 2007

Supply Chain skills workshop, **Institute for Supply Management**, Galveston Texas, 2007

Motivation Conference, **National Association for Purchasing Management**, 2007

INTERESTS:

Bicycling, playing trumpet, studying with friends, traveling, cooking, hiking, and camping