

Dr. Tinika S. Warren Ph.d , h.c.

(678) 558-9665 (Cell)

2910 N Decatur Rd

Decatur, GA 30033

wtinika03@gmail.com

www.linkedin.com/in/dr-tinika-s-warren-graduated-master-community-dev-ph-d-social-work-honorary-36339819b

Summary

Tinika Warren leveled up to earning a Master of Community Development, Ph.D. Social Work, honorary

Dr. Tinika S. Warren, h.c. Masters Degree in Community Development

Accredited Programs, Bachelors of Science in Technical Management, Keller DeVry University; Currently pursuing my Master MBA Healthcare Management,

Graduate of Medical Assistant, GA Licensed Nail Tech, Dialysis Tech, Nurse Assistant, High School Diplomas

About

Dr. Tinika S. Warren, Master's in Community Development and Social Work "h.c." Ph.D. 2016, from Los Angeles Development Church & Institute, also holds a, 2020, DeVry Keller University academic accredited four-year degree Bachelor of Science, Technical Management concentration of Project Management to safeguard the beauty industry, childcare, healthcare, restaurant dining.

Currently pursuing an accredited MBA Master's Degree for Senior Leadership from Ashworth College of Management in Healthcare Management, concentration Compliance, and Risk Management, locally in Norcross, Ga achieved by being a self-motivated driven Class of 2021.

Graduated all the following accredited diploma 2004, CEI, Lincoln Tech, Marietta, Ga for Medical Assistant, 2005 Certified Nursing Assistant Certificate from Georgia Medical Institute of Tucker, Ga, graduated Malik College, Doraville, Ga, Dialysis Tech 2012; Nail Tech, 2009 diploma Atlanta Beauty College, Doraville, Ga, later became a Georgia Professional Licensed Nail Tech by the State of Ga in 2013 and North Carolina in 2017; hair braiding, hair coloring, cutting, facials, lashes sew-ins from Cutting Edge Institute of Atlanta, Ga in 2010. Accredited high school diploma from James Madison High School of Norcross, Ga in August 2000.

Certificates, diplomas, degrees, transcripts, professional license, records attached to print for verification on LinkedIn or ask DOL to print a hardcopy from my files I mailed into Greensboro, North Carolina, and the three Atlanta metro offices.

A registered PMI member of the Project Management Institute, Inc., Atlanta, Chapter; Project Management Professional (PMP) certification to gain ISO 17024, Certified Associate in Project Management (CAPM) standards. American Management Association member.

The International Nail Technicians Association (INTA), CPR, AED, BLS certified, ServSafe Food Handler certified. Corporate level experience in Management Training and Development. ACT Georgia Work Ready corporate Level 5, 2012.

No Criminal Record. Verified by Dekalb County, Orange background services, FBI, Homeland Security, State of Georgia checked approved background fingerprinting. E- Verified, non-smoker, seven recent drug-free tests six blood, six urinalysis tests proved to have strong determination, time-management, safe, trusted, friendly, kind with excellence, integrity.

Registered Georgia Responder volunteer Telework Administrative Medical Assistant Healthcare Services for the State of Georgia Department of Public Health, Private hospitals, Medical Reserve Corps, protects lives during natural disasters by assisting during COVID-19 to flatten the curve as a mandated reporter and voter.

Glamlife Party Hair Braiding, Braiding, Sew-ins & Nails Spa
CEO, President, Nail Tech 1099 Independent Contractor & Gig Worker

Able to render nail services and has rendered service to customers at spas, salons booths, salon suites in my license areas as a self-employed 1099 employee booth renter.

My services include acrylics, buffing, filing, drilling, shaping, and polishing fingernails while maintaining sanitation and safety practices that are met using EPA and natural products.

Meeting the State of Georgia requirements for licensed nail technicians. Completed a nail technician program of 690 credit hours and passed the written and practical examinations to obtain state licensing for Georgia 600 hours required and North Carolina that is only 300 credit hours required to complete nail care services.

Planning to offer future services of kids spa parties for families to have a family atmosphere with their children.

I have completed safety training for working with families and children. Gained the Servsafe certification to assure proper food handling by vendors during spa parties.

Awaiting relocation act assistance funding from allocated grants designed for disadvantaged black women-owned businesses. Booths were located inside of local salons and suites as we are 1099 employees.

Lipbalms in a bag created with the brand using a third party vendor. We are pursuing to add soap. Natural Nail Polish brand using third-party vendors.

Planning to open once Relocation Act Grant monies are received from HUD and local Diversity Economic Development programs to satisfy the allocating and budget for my small business.

For reference, check to contact me as a self-employed via LinkedIn. Randleman, NC, Temporary License is expired moved back to Georgia, Youtube sample of future services offering <https://youtu.be/gUBTwCCi5dg>, (copy & paste link into your browser) please voice your ideas or opinion commercial

Education

Ashworth College of Management, Atlanta, GA

Earning an Accredited Master's MBA w/ Concentration of Compliance and Risk Management: Master MBA Healthcare Management concentration Compliance

Course Work Completed : <https://www.ashworthcollege.edu/masters-degrees/healthcare-management-mba/>, **GPA:** 4.0,

Activities: Community Development and Patient Services.

Pending completion in 12/2021

2020 DeVry University, Decatur, GA

Earned Bachelors of Science in Technical Management, 3 year accredited Program: Technical Management Concentration Healthcare

Course Work Completed : Technical Healthcare Management, **Honors :** <https://lead.nsls.org/about>, **GPA:** 3.0, **Activities:** Deans List

2000 James Madison High School, Norcross, GA

Earned an Accredited High School Diploma , Virtual Learning: SACS, General Studies

Course Work Completed : Required, **GPA:** 2.7, **Activities:** 6625 The Corners Pkwy NW #500, Peachtree Corners, GA 30092
(770) 729-8400

2012 Malik College, Doraville, GA

Earned Diploma, Concentration in Dialysis Tech, 6 month program, on campus: Dialysis

Course Work Completed : Specialized Healthcare, **Honors :** Dean's List, **GPA:** 3.0, **Activities:** Helping patients during a time of medical needs.

2016 Los Angeles Development Church & Institute, 16911 San Fernando Mission Blvd., Suite #151 Los Angeles 91344, CA

Los Angeles Development Church & Institute . Ph.D , h.c. Social Work (non-accredited): Social Work

Course Work Completed : Honorary doctoral degree in Social Work, **Honors :** Email: info@ladc-institute.com, **GPA:** 4.0, **Activities:** Community Development and Social Work to make the world a better place by learning to grow and serving the community.

2009 Atlanta Beauty & Barber Academy, 6088 Buford Hwy NE, Doraville, 30340, GA

Earned Cosmetology, Nail Technician , Accredited Diploma, 6 month program, on campus: Nail Tech

Course Work Completed : Nail Technology, **Honors :** 4.0, **Activities:** Health & Beauty
Cosmetology is the art and science of beautifying the skin, hair, and nails.

2004 Lincoln College of Technology, 2359 Windy Hill Rd SE, Marietta, GA 30067 Phone: (770) 226-0056, GA

Earned Medical Assistant , Accredited Diploma , 9 month program, on campus: Medical Assisting, Front & Back Office

Course Work Completed : phlebotomy, pharmacy technician, clinical intern surgical technologist back office, measuring patient blood pressure, entering patient medical history, symptoms, and vital signs into their chart and coding patient medical records for insurance and billing purposes, as well as basic medical tasks., **Honors :** Dean's List, **GPA:** 4.0

2016 Los Angeles Development Church & Institute, Los Angeles, 91344, CA

Los Angeles Development Church & Institute . Ph.D , h.c. in Community Development (non-accredited): Community

Development

Course Work Completed : none/ honorary degree/ non- accredited, **Honors** : Serving the Community with excellence!!!, **GPA**: 4.0, **Activities**: Community Development and Social Work to make the world a better place by learning to grow and serving the community.

2020 South University, Savannah, GA

Transfer Student, South University, Bachelors Degree of Science in Healthcare Management: Healthcare Management

Course Work Completed : attended South University online from 2007-2010, Healthcare Management transferred some of 88 credits to DeVry., **Honors** : Dean's List, **GPA**: 3.7, **Activities**: <https://www.southuniversity.edu/savannah>
709 Mall Boulevard, Savannah, GA 31406-4805

2020 Guilford Technical College, Jamestown, NC

Transfer Student, Associates Degree Program, Guilford Technical Community College: Registered Nursing

Course Work Completed : Transfer Student completed at DeVry University

2005 Georgia Medical Inst. of Tucker, Georgia, Tucker, GA

Earned Certified Nursing Assisting , 1 month program: Certified Nursing Assisting

Course Work Completed : Turning or moving patients.

Gathering medical supplies.

Bathing patients.

Grooming patients by brushing their hair, teeth, shaving them, etc.

Feeding patients and documenting their food and liquid intake.

Checking vital signs such as blood pressure and heart rate.

Answering patient calls.

Documenting information

Cleaning rooms and bed linens

Stocking supplies

Assisting with some medical procedures

Safety procedures

Transporting patients

Taking care of wounds, **Honors** : Dean's List, **GPA**: 4.0, **Activities**: To verify the State tested certification:

<https://www.mmis.georgia.gov/portal/>

2020 Dekalb Technical College, Clarkston, GA

Diploma, Criminal Justice, Dekalb Technical College, now Georgia Piedmont Technical College: Criminal Justice / Legal Studies

Course Work Completed : Attended in 2005 - 2006, night school, on-campus, Transfer Student credits, Criminal law & Procedures, Intro to Criminal Justice, Juvenile Justice, Interpersonal communication, and English., **Honors** : 2.5, **Activities**: Records & Transcripts Lisa Peebles peeplesm@gptc.edu
(404) 297-9522 ext. 3120

2012 Cutting Edge Institute, Atlanta, GA

Unfinished, Diploma, Cosmetology Studies, Cutting Edge Institute of Atlanta, Ga, on campus: Cosmetology

Course Work Completed : Attended this school in 2011- 2012, I asked her to turn in my credits to the State of Georgia; but she failed to do so when I was almost done., **Honors** : Hair Braiding, shampooing, coloring, cutting and styling., **Activities**: Fashion Shows, Hair Battles, Live-streams, and Vending opportunities.

Professional Development

Project Management, Leading By Motivating, Generational Management & Leadership Keller Graduate School of Management of DeVry University

Issued Aug 2020

COVID-19 Training Certificate Elite Training Flordia, Issued May 2020

Georgia Work Ready Certified, ACT Tested onsite Georgia Technical College (formerly DeKalb Technical College)

Issued Aug 2014

Credential ID Scored at GOLD Level 5 - White Collar Jobs Management Level (Proctored exam)

See credentials all were mailed into your office with license, certificated, diplomas portfolio in DOL hard copies office files

Serv Safe Food Handler Certified, THE NATIONAL RESTAURANT ASSOCIATION EDUCATIONAL FOUNDATION

Issued Feb 2019 Expires Feb 2022

Credential ID 3778356

See credential certificate inside my file mailed into your office

Manicurist/Nail Technologist Georgia Secretary of State

Issued Jun 2013 Expires Aug 2021

Credential ID NT016482 Passed Proctored Exam

See credential copies on my website and LinkedIn to print degrees, diplomas, and certificates for your earliest convenience.
Standard First Aid, CPR, and AED National CPR Council
Issued Jun 2019 Expires Jun 2021
Credential ID DE6E22

Manicurist/Nail Technologist, Randleman NC, relocated back to Georgia NORTH CAROLINA BOARD OF COSMETIC ART EXAMINERS
Issued Jan 2017 Expires Oct 2017

Credential ID 79681 transferred back to the State of Georgia
See credential
North Carolina Business License Search, closed, relocated back to Georgia North Carolina Department of the Secretary of State
Issued Aug 2015 Expires Aug 2017
Credential ID SosId: 1463583
See credential

Glamlife Party Spa LLC, Randleman NC, Temporary License is expired/closed, relocated back to Georgia May 2017, notified board as required North CAROLINA BOARD OF COSMETIC ART EXAMINERS
Issued Jan 2017 Expires May 2017
See credential

Nursing Assistants, Certified (CNA 1 & 2) Georgia Secretary of State
Issued Oct 2005 Expires Oct 2007
Credential ID CNOO288851646 Passed Proctored Exam

E- Verified, Passed United States Department of Homeland Security
Credential ID <https://www.e-verify.gov/employers>

See credential
Elite Learning
Credential ID Health, Safety, Salon Communications
See credential
Georgia State Board of Cosmetology Can sell any brand makeup products onsite to apply make-up
Credential ID No license is required by the State for hair braiding, sew-ins, make-up retail
Medical Assistant, TB Tested (CEI) Lincoln Technical Institute Marietta, Georgia
Credential ID Certifications in this field are not required by the State of Georgia
See credential
Tinika S. Warren, Nail Tech License Georgia Secretary of State
Credential ID: NT016482 Passed Proctored Exam and CEU's are Current; Able to work as a 1099 Self-Employee Contractor to salon booths, spas, salon suites and disabled.

Skills

3D, Academic, Acrylic, Ada, Administration, Art, Auditing, Basic, Benefits Administration, Billing, Budgeting, Business Plans, C, Cashier, Color, Com, Communication Skills, Contract Management, Cpr Certified, Credit, Criminal Justice, Customer Relations, Customer Service, Customer Support, Data Entry, Database Administration, Delivery, Drivers, Edge, English, Fashion, File Management, Financial Statements, Grant Writing, Graphic Design, Insurance, Iso, Languages, Leadership, Legal, Letters, Logo Design, Management Development, Management Training, Marketing, Materials Management, Mba, Medical Billing, Meeting Facilitation, Microsoft Access, Microsoft Office, Microsoft Windows 2000, Natural, Networking, Nursing, Organizational Skills, Page, Personnel, Phd, Phlebotomy, Phone Systems, Php, Polish, Printers, Process Engineering, Programming, Project Management, Quality, Receptionist, Reports, Research, Risk Management, Safety, Sales, Self Motivated, Seminars, Soap, Technical Management, Technical Training, Technician, Telephone Skills, Time Management, Training, Training Materials, Training Programs, Travel Arrangements, Writing

Technical Skills

Above & beyond to be an expert Technical / Healthcare Management, Tinika Warren

Attended Accrediting Commission of Career Schools and Colleges (ACCSC)

Earned and Completed course work successfully in the following classes to graduate class of 2004: Medical Assistant, CEI, Lincoln Tech of Marietta, Georgia, Campus

BIO101T — Course Title: BIO101T-Anatomy and Physiology I Total Credits: 3.5

Course Code: BIO102T — Course Title: BIO102T-Anatomy and Physiology II Total Credits: 3.5

Course Code: MCB100T — Course Title: MCB100T-Health Administration and Records Management Total 3.5

Course Code: MST107T — Course Title: MST107T-Phlebotomy Total Credits: 3.5

Course Code: MST108T — Course Title: MST108T-Clinical Procedures Total Credits: 3.5

Course Code: MST130T — Course Title: MST130T-Pharmacology Total Credits: 3.5

Course Code: MED120T — Course Title: MED120T -The Virtual Medical Office Total Credits: 3.5

Course Code: IT105T — Course Title: IT105T-Computer & Information Literacy Total Credits: 1.5

Course Code: SSS150T — Course Title: SSS150T-Student Success Strategies Total Credits: 1.5

Course Code: EX201T — Course Title: EX201T-Clinical Externship Total Credits: 4.0

Completed course works successfully in the following classes to graduate: Nail Technology. Atlanta Beauty School, Class of 2009, Campus

Course # Course Name Required Hours

Junior Level (1 – 250 Hours)

NAIL 110 Introduction to the Beauty Industry 75

NAIL 120 Safety & Chemistry 90

NAIL 200 Manicure Theory & Techniques 85

Senior Level (251 – 600 Hours)

NAIL 210 Pedicure Theory & Techniques 85

NAIL 220 Nail Sculpting Theory & Techniques 85

NAIL 230 Artificial Nails & Applied Techniques I 90

NAIL 240 Artificial Nails & Applied Techniques II 40

NAIL 250 Nail Art Techniques 20

NAIL 260 Student Competition 20

NAIL 300 State Board Preparation Course 10 (PASSED PROCTORED ADMINISTERED STATE BOARD EXAM), 2013

Completed Total Hours Required 600

<https://www.eventbrite.com/d/ga--atlanta/hair-show/?>

Spa Parties:

Video of sample services that we " will " be providing after COVID19; ?<https://youtu.be/gUBTwCCi5dg>

Certificates Mailed into the DOL office for the following skills soft test completed:

Accomplishments

Dr. Tinika S. Warren, Graduated with over 50 Skillssoft courses

Basic Six Sigma Statistics Certificate 2020 Compliance Issues and Strategies: Data Compliance Certificate 2020 Final Exam: Senior Software Project Manager Certificate 2020 Project 2013: Illustrating Projects Certificate 2020 MA114 - Electrocardiography (Ekg) Foot Reflexology Massage Certificate 2009 A-Frame Machine Trained and Proficient Proven at Guilford Mills, Inc. Accounting 101 Anticipating and Solving Problems as a Project Champion Certificate 2020 Applied Inferential Statistics Certificate 2020 BUSN-319-0 Marketing BUSN-460-0 Senior Project Biology 1 & 2 South University Bookkeeping Certificate 1999 Business Law 1 & 2 South University Business Policy CPR/ BLS/ AED Compliance Certificate 2020 Critical & Logical Thinking Certificate 2020 Customer Service and Technical Support Services Certificate 2016

Dr. Tinika S. Warren, Graduated has

6 Honors & Awards

National Honor Society DeVry University Chapter Remote Working Graduation Commencement Letter of Achievement from the DEAN and PRESIDENT, 4 year Degree Program Endorsement of Outstanding Job Performance South University Deans List Info Nxx Employee of the Month twice Dudley High School AFJROTC Entrance 3 Year Completion Certificate

Dr. Tinika S. Warren, Graduated has 4 test scores

Medical Assistant, State Certification is Not Required, CEU Course - Suicide Prevention: Identify and Treat at Risk Patients
Medical Assistant, Not required, CEU Course - Bullying: Real-life strategies to reduce the frequency & impact of bullying in

healthcare Medical Assistant, Not Required, CEU Course - Assaultive Behavior and Workplace Violence Nail Tech, Mandatory subject: 3 hours of Georgia Health and Safety, 5 hours total course hours certificates are on DOL hard copies employee records

Endorsed by Marian Parker, Esq for excellent job performance at the Dekalb County Court Appointed Advocates juvenile court office in 2010.

Certifications and Professional Licenses

Certificate: Earned Nail Tech Diploma to get certified as a Georgia Licensed Nail Tech, Georgia State Board of Cosmetology, 2013; Georgia

National Career Readiness Certificate™

Gold level attained, ACT, 05/01/2013; Georgia

Licenses

Georgia, Regular

Experience

Zaxbys, McDonough, GA

June 2020 to July 2020

General Management.

My job history , 2005 - 2009

Began at Aaron Rents Corporate Office of Atlanta, Inc., as the receptionist for the President of the Company. As the receptionist during my first year on the job, greeted guests, CEO, Charles Loudermilk, President Ken Butler, Franchisees, executive office staff employees, operations managers, and provided support in the administration for the Executive Assistant of the company.

A year later, I was promoted to the Learning Management Systems Administrator of Training and Management Development for Aaron's University eLearning program and WebEx meetings.

For three years , I oversaw training and development learning domain organizational learning for new hires, auditing, compliance, security, marketing, benefits department, senior-level management, managers, divisional managers, call support centers, franchisees, Warwick Dunn Foundation, Hosea feed the hungry, Dominique Wilkins, Nascar Drivers, pilots, corporate, rent to own stores throughout the United States and Canada during the onboarding process.

Accessed material, created learning plans for adult learners with principles of developing adult learning programs to develop a foundation formal meeting and KSA domain for job enrichment, to improve performance or get an advance. Utilizing the performance reinforcement delivery by cognitive learning with principles facts in social learning theory set in motion by social interactions to solve complex problems to optimize performance based on organizational needs and employee needs to close solutions to implement the training with employee training and development plans. Got approval from upper management to fill gaps in training and development needs with work demands to have the outcome of long-term success. Based on the Body of Competency Knowledge (BoCK), measurement of training effectiveness. Used 3D printers.

?Competency assessment and drug tested to meet job requirements as a new hire background check. Quit. Reference check contact Kimberly Place at Address 309 E Paces Ferry Rd NE, Atlanta, Georgia 30305 Phone (404) 231-0011 The Facebook Page link is below.

Georgia Professional Licensed Nail Tech since , 2013

Senior Technical Project Manager of Risk Management

?MANICURES, NAIL ARTIST, NAIL DESIGNER, NAIL WRAPS, FOOT, LEG, ARM, MASSAGE, NAIL ENHANCEMENTS, PARAFFIN WAX, PEDICURES , FOOT SCRUBS , FOOT DETOX , PARTY PLANNER , SALES REP,

Medical Assistant / Nurse Assistant / Personal Assistant: Starting at \$500 per week for up to 30 hours weekly rate , 1099 Contract, COVID19 tested 4 times passed the test.

?

Executive Virtual Remote Assistant, Medical Billing:

Services For Corporate 1099 Contracts starting at \$500 per week up to 30 hours per week , see Ms. Tinika , travel as needed.

Additional fees will be applied.

Inquire about corporate events and functions.

?After phase 3 COVID19

678-558-9665 for appointments after COVID19

Our actual equipment set-up design for faster services to dry hair during pedicure or provide pedicure services while getting braids.

?

All services are being postponed until After COVID19, PHASE 3, 2021

Behind the Scene for Tinika Se' Cal Warren and Genesis A. Williams

?Dr. Tinika S. Warren , Master Community Dev. Ph.D. Social Work, honorary

OUR WORK

CONTACT

No. 1

?About

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No. 2

Senior Technical Project Manager of Risk Management

The first point of contact for my nail care services and customer support. Implementing the values, beliefs, and rules of a customer-focused business that is centered on proactively meeting and exceeding the customer's expectations daily.

?Applying for funding, planning update commercials, writing new business plans, training manuals, meets with lenders, locating small business sponsorships from Dekalb County programs and economic development, SBA, and the United States of Commerce. Locating new sites for business.

Actively teleworking taking a look at disadvantaged areas and population demographics that will benefit from the salon services offered. In addition, to networking with other small business owners and salon professionals in the community and social media outlets by collaborating, learning, sharing ideas and best practices.

Planning to open once Relocation Act Grant monies are received from HUD Relocation Act and local Diversity Economic

Development programs to satisfy the allocating and budget for my " black-owned woman small business". Can render services at your salon, spa, salon suites or beauty shop of a fixed location with the ability to travel to the location to pay a booth fee as a 1099 self-employment nail technician, as a hair braider or to set up and sell lip balm gift bags as a vendor. Office work is completed at home by means of teleworking. In compliance with O.C.G.A. § 43-10-18; Chapter 240-5 of the Rules of Georgia State Board of Cosmetology and Barbers. (24 CFR Part 970) <https://www.hudexchange.info/programs/relocation/overview/#overview-of-the-ura>

Visit my LinkedIn:

?www.linkedin.com/in/dr-tinika-s-warren-master-community-dev-ph-d-social-work-honorary-36339819b

Training & Development:

<https://casetext.com/regulation/georgia-administrative-code/departments/240-georgia-state-board-of-cosmetology-and-barbers/chapter-240-5-apprentices/rule-240-5-01-application-for-apprentice-license>

Verify my Professional License:

North Carolina: <https://www.nccosmeticarts.com/online-services/Verification.aspx>

Georgia:

<https://sos.ga.gov/index.php/licensing>

?

No. 2

CEO, President, Nail Tech

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I am willing to host spa party events at your salon, spa or suites contact by in-boxing me. ADA ACT Hospitals and Assisted Living Centers.

?

<https://www.hudexchange.info/programs/relocation/overview/#overview-of-the-ura>

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A year later, I was promoted to the Learning Management Systems Administrator of Training and Management Development for Aaron's University eLearning program and WebEx meetings.

For three years , I oversaw training and development learning domain organizational learning for new hires, auditing, compliance, security, marketing, benefits department, senior-level management, managers, divisional managers, call support centers, franchisees, Warwick Dunn Foundation, Hosea feed the hungry, Dominique Wilkins, Nascar Drivers, pilots, corporate, rent to own stores throughout the United States and Canada during the onboarding process.

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Picture

THE GLAM TEAM

Picture

Future Apprentice Nail Tech , Hair Braider , Sew-ins , Fashion / Graphic Designer

?

After Phase 3 COVID19

Ashworth College School of Graphic Design

Virtual Learning, Diploma Program , 2020 - 2021

Georgia Public Schools, k - 12, Class of 2020 graduate

FUTURE, DEPARTMENT LEADER OF MANAGEMENT

Picture

Georgia Professional Licensed Nail Tech since , 2013

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FEATURED PROJECT

Picture

Picture

Picture

Picture

More Projects

Picture

Picture

Campbell & Green Logo

Nail Services & Massage Services, Braids, Sew-Ins, Wig- Installation, Spa Parties

Duties and Responsibilities

Cleaned, cut, filed and polished nails for both hands and feet. Massaged arms, hands and legs while waiting for polish to dry. Assisted customers in selecting the best nail polish color for their skin undertone or their selected color, artistic looks and recommended hand , nail, feet spa treatments.

Applied paraffin treatments and administered foot and hand spa. Provided refreshments and other requests to ensure customers comfort and convenience.

Meets with third party vendors.

Sanitized tools implements for manicure and pedicure then cleaned station during and after each shift.

?Give clients a MASK, and disposable personal care mani kits.

<https://tinikawarrennails.weebly.com/>

Conduit Global, Mc Cleansville, NC

May 2016 to May 2017

Technical Support / Customer Service

Used software tools including: AVANNA phone systems Quoted prices. Provided information on credit terms. Maintained customer records. Used automated systems. Negotiated service agreements. Answered customers' questions about Submitted orders for processing. Assisted customers in making product selections. Recommended products to customers. Resolved problems. Provided ongoing support.

Partnership for Community Action, Inc., Avondale Estates, GA

Feb. 2010 to Aug. 2010

Executive Administrative Assistant

Conducted research. Prepared invoices, reports, memos, letters, financial statements. Prepared statistical reports. Handled information requests. Prepared correspondence. Arranged conference calls. Scheduled meetings. Attended meetings to record minutes. Greeted visitors and determined whether they should be given access to specific individuals. Ordered supplies. Maintained records management database systems. Made travel arrangements for executives.

DeKalb County Court Appointed Advocates,, Avondale Estates, GA

Jan. 2010 to June 2010

Senior Executive Administrative Assistant, PCA Hourly

Employee , Non-Profit, Federally Funded

Planned and coordinated activities for a community outreach program. Tended the social and psychological needs of patients and their families. Met objectives set by organization board of directors. Ensured program quality. Monitored the effective use of resources. Advocated for clients. Recruited and hired volunteers and staff. Directed technical staff, volunteers. Maintained working relationships with other area organizations. Prepared and maintained personnel records. Prepared and maintained training manuals. Researched and analyzed community and individual needs.

Aaron Rents , Inc, Atlanta, GA

June 2005 to June 2008

Corporate Administrator of Management Training & Development

Planned and directed training activities. Prepared training staff. Supervised training staff. Prepared training budget. Evaluated training staff. Assessed and recommended changes to improve training programs. Identified training needs and built appropriate solutions. Organized technical training and personal development classes. Conducted ongoing training and personal development for staff. Determined appropriate training methods, including individual training, group training, lectures, seminars, demonstrations. Conducted training and orientation sessions for new hires. Identified training needs based on projected costs, production processes, analysis of current operations.

Info Nxx, Mc Cleansville, NC

June 2000 to June 2003

Customer Service Representative (CSR), Call Center

Spoke with customers by phone. Provided information about products and services. Took and recorded orders. Canceled accounts. Received and processed incoming phone calls from customer or client base. Recorded details of customer transactions, interactions, inquiries, complaints, comments. Prioritized data entry daily to ensure customers' needs were met. Ensured that appropriate changes were made to resolve customer concerns. Effectively identified customer concerns over the phone. Determined charges for services requested. Collected deposits or payments. Arranged for billing.

Guilford Mills Inc., Greensboro, NC

June 1995 to May 2000

Textile Manufacturing & Production Quality Control Inspector

Analyzed raw materials, bulk compounds, finished products. Followed standard operating procedures. Determined quality of product samples. Conducted stability sample tests. Calibrated and maintained lab equipment. Documented test procedures. Revised and updated standard operating procedures. Identified quality problems. Interpreted test results. Compared test

results to established specifications and control limits. Made recommendations based on data. Reported questionable test results.

Mcdonald's, Greensboro, NC

May 1992 to July 1994

Cashier. Crew Leader

Knowledge sets include: Bagger, Cashier, cashier customer service, Chicken, head cashier.

Internships

Medical Assistant student 2004, Completed 9-month program internship at Dekalb Women's OB/GYN, located on Snapfinger Road.

Sunrise Assisted Living, Dunwoody, Georgia Certified Nursing Assistant

Publications

Closed: sample of service video

<https://youtu.be/gUBTwCCi5dg>

Affiliations

DeVry - Keller University Alumni

Los Angeles Development Church & Institute, Community Development, Empowering People to Learn Grow and Serve

James Madison High School Alumni

THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS, Building leaders who make a better world

Volunteer Activities

Dekalb County CASA juvenile justice program, Decatur, Georgia

Rock Chapel Elementary from 2007 - 2013, Lithonia, Georgia

Shadow Rock Elementary, from 2003 -2007, Stone Mountain, Georgia

Guilford College Elementary 2000 - 2001, Greensboro, North Carolina

Falkener Elementary School 2002 - 2003, Greensboro, North Carolina

Mandated Reporter