

**Kayla K. Brown**  
**105 Dolphin Court**  
**Aransas Pass TX, 78336**  
**(334) 945-0135 cell**  
**Kayla.brown0621@gmail.com**

**Objective:**

*I wish to obtain a challenging position where my energetic personality, military background combined with education and professional work experience will serve as a contribution towards the development and accomplishment of company goals and missions.*

**Education:**

- |                       |                |                            |            |
|-----------------------|----------------|----------------------------|------------|
| • South University    | Montgomery, AL | January 2011-Present       | <b>MBA</b> |
| • Faulkner University | Montgomery, AL | January 2007- May 2008     | <b>BBA</b> |
| • Lurleen B. Wallace  | Greenville, AL | January 2005-December 2006 | <b>AS</b>  |

**Skills and Knowledge:**

- Excels in a team environment.
- Excellent communication and interpersonal skills.
- Good motivating and leading people. Works well in a fast paced, competitive, high pressure environment.
- Proficient in computer technologies including MS Office, Word, PowerPoint, Access, Excel.
- Experienced in merchandising, marketing, sales and staff development.

**Work History:**

**Store Manager**

McBride & Chevron Greenville, AL August 2010- December 2013

- Administered the sales floor, cash control, inventory control, ordered and maintained merchandise.
- Organized and managed special events and promotions.
- Prepared and organized various reports that included daily sales reports and bank deposits.

**Case Manager**

Russell County DHR Phoenix City, AL March 2010- October 2010

- Responsible for managing all TANF clients 'participation in the JOBS program.
- Empowered clients to reach life goals and become self- sufficient.
- Responsible for planning, managing, and directing budgets for monies, education plans and childcare.
- Enhanced effectiveness in TANF program. Ensured financial, and participation standards were maintained as per federal rule and state regulations.

**Unit Sales Manager**

Liberty National Life Greenville, AL January 2008- May 2009

- Performed well in sales department on consistent basis.
- Trained, monitored and inspired a team of fifteen employees to achieve and maintain their targets.
- Cooperated with top executives of many businesses to distribute and maintain exceptional service of life insurance policies.

**Office Manager**

Tropical Pools Montgomery, AL (seasonal) April 2004- October 2013

- Completed bi-weekly Accounts Receivable/ Payable reports, Profit/ Loss statements, and employee payroll.
- Responsible for preparing company reports, selecting tools and procedures for production planning, inventory management and replenishment.
- Also responsible for planning, forecasting, scheduling, and the replenishment of inventory, processes management.

**Cryptology Technician Collector (CTR)**

United States Navy San Diego, CA January 1999- April 2004

I will discuss further in an interview if necessary.

**Certificates and License** Top Secret SCI clearance United States Navy last active in April 2004.

Reference and Salary requirements will gladly be provided upon request.



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