**Consuelo S. Bradley**

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**3114 Cabot st**

**MONTGOMERY, AL 36110**

**PHONE 334-954-9743**

**Work EXPERIENCE**

**2017 – 2020**  Montgomery Public Schools

***School Secretary***

-Provide clerical and administrative support to the principal and staff as directed

-Ensure that the school operates in a consistently organized manner every day

-Act as liaison between the community, the school and other stakeholders

-Coordinate appropriate documents for communication with the district office

-Maintain all recordkeeping for students

-Maintain student and staff confidentiality in all circumstances

-Track attendance and absences; use reporting software and generate reports

-Communicate effectively with a variety of district and community officials

-Use common computer hardware and software with facility and under pressure

-Manage multi-line phone systems and public address systems

-Perform data entry

-Perform general office duties such as answering telephone inquiries, filing, mail, spreadsheets, and journal entries daily

-Strong communication, interpersonal and organizational skills

-Ability to work with minimal direct supervision

-Compose and typeset correspondence and newsletters

-Maintain the integrity of information systems, databases, and office files

-Prepare and circulate curriculum documents

-Book rooms and meeting resources and consumables

-Coordinate internal and external meetings appointments, events, workshops, seminars and special events

-Maintain records with a high degree of accuracy

-Work as part of a team

-Direct a team with facility and courtesy

-Work with frequent interruptions

-Manage all matters of student registration, withdrawal and transfers

2016 –2018 H&R Block

 ***Tax Professional***

-Greet client and ascertain their tax needs

 -Conduct tax prep interviews

 -Prepare individual Income Taxes

 -Conduct financial consultations

2016 – 2018 Beasley Allen Law Firm

 ***Intake Specialist***

- Handles all aspects of new client and matter intake.

-Receives calls and e-mails from prospective clients and reviews potential new client matters with attorneys.

-Enter new client and matter information into our client management system

2014- 2016 Advantage Sales & Marketing

 ***Lead Event Specialist***

-Assist club supervisor in building strong relationships with store managers and store customers.

-Proactively addressing opportunities to improve the event experience

- Communicate with Event Specialist to address field issue, assist in set up, take down and prep

- Engage the consumer by creating brand awareness and enthusiasm

-Dynamically and aggressively sell product to consumers

-Sample product to consumers (may include cooking)

-Move around cart area to approach customers within 10 feet of cart and engage them in a professional manner which generates enthusiasm for the product and the event

2012 – 2014 Olive Garden

 ***Hostess***

 -Greet customers

 -Direct and instruct the dining room personnel on customer needs

 -accommodate parties’ special needs

 -inspect and maintain the dining facilities

2011 – 2012 Convergent Outsourcing Duke Energy

 ***Customer Service Representative***

-Manage daily office functions

 - Billing and credit

 -Initiating and maintain service

 -Account balances

2010 - **Present** Elite Event Planning www.1eliteplan.com

 ***Owner***

 ***-*** Financial Allocator

- Office Manager

 - Advertising Coordinator

 - Customer Service Representative

 - Event Planner

 - Wedding Facilitator

 - Financial Consultations

 - Web Design

 - Notary

 - Signing Facilitator

2010- 2011 Chevron

 ***Cashier***

 -Maintain cleanliness of store

 -Stock merchandise

 -Cook

2008- 2009 Gunter AFB Commissary

 ***Store Associate (SEASONAL)***

 - Customer Service Representative

 - Cashier

 - Stocker

2007 - 2009 The Palace LLC. Banquet Hall & Event Planning Center

 ***Owner***

 - Office Manager

 - Advertising Coordinator

 - Customer Service Representative

 - Event Planner

 - Mergers

2005 - 2006 Russell Corporations Kwik Shop

 ***Assistant Manager***

 -Cashier

 -Stocker

 -Managed daily office functions

 -Counted & verified safe amounts and daily cash bank deposits

 -Prepared daily ledger for all products and services

2002 – 2005 All Clean Chimney Sweep

 ***Secretary***

-Office Manager

-Order Equipment

-Bookkeeping

-Customer Service Representative

-Schedule Appointments

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_ EDUCATION**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jan 1999 **Ingram State College** Received GED

Sept 2004 **Trenholm Technical College**  Focus Industry Training Program

2003 2006 **Auburn University Montgomery** Business Finance Major Study

2006 2008 **Troy University Montgomery** Business Management/ Finance Study

Aug 2016 **H&R Block Income Tax Class** Completion Certificate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **License & Certifications\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Alabama Licensed Event PlaNNER LIC# 12559 2010 – 2018

ALABAMA LICENSED NOTARY 2016-2020

**SUMMARY OF QUALIFICATIONS**

Administrative Assistant Project Manager

Tax Professional Control Room Operator

Customer Service Representative Alarm Investigator

MPS Fire Drill Administrator Office Manager

Licensed Event Facilitator Elementary Safety Committee Member

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Computer skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Windows 10 Microsoft Word

InformationNow Home Portal PowerSchool – Introductory Level

Avaya Softphone System Registration Gateway

QuickBooks Web Design

Microsoft PowerPoint Virtual 3D Floor plan Design

Microsoft Excel

**Refrences available upon requests**