

Summary

A proven company asset with a track record of 4+ years of role advancement, high-volume workload and creative problem solving skills. A natural mind for tinkering and ability to enhance business processes with the use of cutting-edge technologies like Salesforce. Expertise in Salesforce administration with two professional certifications.

Employment History

Salesforce Administrator

JAR House • Atlanta, Georgia

03/2020 - Present

- - Educates stakeholders on methodology and best practices
- - First point of contact for stakeholders in a company of approximately 50 users
- - Works on various types of support tickets, approximately 75 each month
- - Works alongside consultants to scope and implement projects.
- - Skilled with process builder, validation rules, formula fields, and other Salesforce Lightning tools
- - Holds Administrator 1 and Platform App Buidler Certifications

Acquisitions Agent

JAR HOUSE, LLC

08/2017 - 09/2018

- Licensed buyer's agent for Najarian Capital, LLC
- Procured, negotiated and closed on over 75 transactions.
- Created software, strategies, and training.

Closing Coordinator

JAR HOUSE, LLC

01/2019 - 01/2019

- Contract handlings, document preparation.
- Managed an average of 30 purchase and 30 refinance closings/month.
- High volume communications amongst closing attorneys, sellers, lenders.

Freelance

Square1Hype

02/2013 - 10/2014

- Freelance web services to over 500 small business clients.
- Building of Wordpress, Wix, Weebly, Squarespace websites.
- Provided SEO and landing page optimizations services.
- Product descriptions, slogans, and various creative writing.

Freelance

T.A.G. App Developers

03/2011 - 08/2013

- Self-taught Java/Objective-C programming.
- Developed 15+ Android and iOS applications.
- Accumulated over 1,500 paid app sales, and over 2,500 free downloads.

Professional Skills

- Microsoft Excel
- General Computer Skills
- Project Coordination
- Typing Speed
- Salesforce

Education

Associate in Computer Science

Georgia State University • Atlanta, Georgia

Graduated
06/2016

Real Estate Salesperson

Georgia MLS Training Institute

Graduated
01/2019

Projects

Salesforce Mars Colony - On YouTube

Created a 10-part video series of Salesforce tutorials for beginners. The teaching was based on a sample project to replicate what a future Mars Colony may function like.

Activate With Allies - ActivateWithAllies.com

Created a web platform that runs from Salesforce and Wix, where users can enter an interest they would like to support and be matched to an organization and user with the same interest.

Salesforce Trailhead

A trailhead ranger with over 120 badges completed. [Trailblazer.me/id/tgreen25](https://trailblazer.me/id/tgreen25)