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Educational Background

- 2010 - Graduated from Kingwood High School in Kingwood, Texas
- 2016 - Bachelor of Arts in Corporate Communication at The University of Houston- Downtown

Professional Employment Experience

- 2012-2016 - PRI, supervisor
- 2016-2017 - Service Source, account manager
- 2017 - Deal Sikes & Associates, executive assistant

Specialized Professional Competency

- Perform all back-office accounting and bookkeeping.
- Time management, invoicing and bookkeeping for public sector engagements.
- Researcher of property sale comparables, tax data, deeds and other legal documentation of commercial properties.