

I plan to humbly continue to develop computer, interpersonal, business, and social skills in any and every endeavor I undertake.

Education

- **Master of Business Administration** degree – **The University of Texas at Tyler** in Tyler, TX
- **Bachelor of Business Administration** degree
Summa Cum Laude with a concentration in
Management Information Systems – **East Texas Baptist University** in Marshall, TX
(3.96 GPA, Dean's List with Honors 2006 – 2009)

Employment History

- **President and Owner** — **Travis J Consulting, LLC (Website Development and Social Media Marketing Firm); Tyler, TX (2010 – Current)**
Created and currently maintain multiple websites for commercial, non-profit, and academic clients; able to work with Windows SharePoint
- **Corporate Internship** — **Training/Change Management/Project Management** — **Brookshire Grocery Company; Tyler, TX (Summer 2010 – Fall 2010)**
Facilitated and coordinated corporate training sessions for Manufacturing & Maintenance project; initiated and realized technical solutions for daily tasks and long-term objectives; exercised advanced use of Microsoft Office Suite programs in developing corporate training materials and accomplishing other human resources-related objectives; developed PowerPoint presentations for high-level, mid-level, and entry-level atmospheres; prepared and distributed materials to store-level and plant-level trainers; performed some training; participated in meetings and engaged with managers on strategic and operational planning
- **Corporate Internship** — **Business Analyst** — **GuideStone Financial Resources; Dallas, TX (Summer 2008)**
Worked with Microsoft Access, InfoPath, Excel, and Windows **SharePoint** in learning how an Integrated Solutions department is run and how information flows through a corporation; performed maintenance on structure and methodology of the department-wide time-tracking database system within Microsoft Access for queries and reports
- **Website Development, Teacher and Research Assistant** — **The University of Texas at Tyler; Tyler, TX (Summer 2009 – Summer 2010)**
Hired to assist in rebuilding the College of Business and Technology's website; worked as a teacher assistant and researcher for associate dean, senior accounting lecturer, and other professors at the University of Texas at Tyler College of Business & Technology
- **Library Lab Assistant** — **East Texas Baptist University Institutional Technology; Marshall, TX (2007 – 2009)**
Maintained printers, and logged computer users in the library at East Texas Baptist University
- **Boys and Girls Club Staff Member** — **Boys and Girls Club; Marshall, TX (Fall 2006)**
Supervised, assisted with homework, and taught kids in an elementary age through high school age range
- **Elections Clerk** — **City of Tyler; Tyler, TX (2004 – 2006)**
Signed in voters, and directed/aided voters in casting their ballots at local voting precincts during various elections
- **Yard-Care/Landscaping/House Maintenance; Tyler, TX (2002 – 2006)**
Mowed and trimmed nine to ten clients' yards; cleaned up house-building materials for local home-builder; house-sat for multiple families

Awards/Recognitions/Accomplishments

- **Dean's List with Honors** (scored a 4.00 GPA every semester) when getting undergraduate **B.B.A. MIS** degree
- **President for two years** of East Texas Baptist University's "CEO" (Collegiate Entrepreneurs' Organization) (2007 – 2009)
- **Senator** in Student Government Association of East Texas Baptist University (Fall 2008 – Spring 2009)
- **Alpha Chi National Honor's Society** and **Sigma Beta Delta Business Honor's Society**, active member
- **Homecoming King** of East Texas Baptist University, elected by student body (Fall 2008)
- **Ethics Match Business Debate**, put on by the Texas Independent College Foundation in Fort Worth, Texas (Fall 2007, Fall 2008), twice chosen (and attended) by East Texas Baptist University
- **Christian Association of Student Leaders (CASL)**, attended conference as president of CEO (Spring 2008)
- **Best MIS Student**, chosen/awarded by Business school faculty at East Texas Baptist University (2009)
- Awarded **Academic Scholarship**, **Christian Leadership Scholarship** and **two alumni scholarships** by East Texas Baptist University; awarded **church scholarship** by Friendly Baptist Church in Tyler, Texas; awarded **UPS Scholarship for great college performance** (Fall 2006 – Spring 2009)

References

- Corporate References

— **Ginger McCullough**; Director of Human Resources Training/Change at “Brookshire Grocery Company” in Tyler, TX (903) 877-6528;
<http://www.brookshires.com>

— **Freddie Jackson**; Integrated Solutions Manager at “GuideStone Financial Resources” in Dallas, TX; (1-888-984-8433);
<http://www.guidestone.org>

- Small-Business References

— **Robert Bridges**; president of “RJB Construction” steel-fabrication business in Whitehouse, Texas; (903) 574-1620;
<http://www.rjbfabrication.com>

— **Ronnie Germany**; president of “Red Sky Construction, Inc.” home-building business in Flint, TX; (903) 245-6383;
<http://www.redsky-gc.com>

— **Terry Fyffe**; Manager of Technical Support Services at East Texas Baptist University in Marshall, Texas; (903) 923-2024

- Academic References

— **Dr. Mary Fischer**; Associate Dean of the College of Business and Technology at The University of Texas at Tyler; (903) 566-7433

— **Dr. Bill Mills**; Professor of Management of Information Systems at East Texas Baptist University; (903) 923-2146
<http://www.billmills.org>

- Other Reference

— **Mary Watts**; Fmr Mayor of “The Colony, Texas” and first president of school board in “The Colony, Texas”; (903) 566-7720