TIFFANY LADAWN MYLES

P|469.583.0321 E| LADAWNMYLES@GMAIL.COM

OBJECTIVE

My objective is to secure an administrative position within a forward thinking company.

EXPERIENCE

Dec 2015 – Dec 2016 Document Processor		State National Companies	Bedford, TX
ж	Processing of Collateral Protection Insurance documents to pull pertinent data for loan accounts.		
х	Ensuring quality and timeliness in all processes.		
х	Assisted New Hires. Head of Social Committee		
Jun 201	14 – Aug 2014	The City of Fort Worth	Fort Worth, TX
Summer Program Monitor			
ж	Summer Food Program Monitor in the Parks and Community Service Department		
ж			
	TDA.		5
х	Communicated appropriately with department Director and Coordinator about any occurrence		
	that affects any aspect of the program.		
х	Reviewed and corrected records associated with serving lunches and snacks.		
Son 20	08 111 2012	Read and Succeed Today	Irving, TX
Sep 2008 – Jul 2012Read and Succeed TodayIrving, TXRegional Operations AdminInterferenceInterference			
1000101			
8 Assisted Regional Operations Manager with payroll, new hire preparation, and daily rout			tion, and daily route
	creation for Field Reps.		
х	Created learning plans for students enrolled in the SES program.		
х	Handled scanning, entering and tracking of inventory.		

ℵ Supervised a team of eight Field Reps.

Additional Experience

Oct 2013-May 2014 | The Robinson Diamond Group | Dallas, TX | Contractor –Data Analyst Aug 2012- Apr 2013 | Rising Point Solutions | Grapevine, TX | Contractor – Data Processor

Education

2012-Present | Tarrant County College | Fort Worth, TX | 52 Hrs. AAS.Entrepreneurship & Small Business Management

2007 – 2008 | Prairie View A&M University | Prairie View, TX | 30 Hrs. Business Management

Skills | 72 WPM 13000KPH | Microsoft Office | Fishbowl | Dispute Suites | Sales Force | Insurtrak