

Cleveland Beasley
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Education and Training:

Awarded a B.S. Degree in Business Administration from California State University East Bay in June, 1992. With additional training in QuickBooks and Microsoft Office. Also, I have experience with Cloud and DropBox online storage technologies.

Recent Employment:

Capstone Marketing – Marketing Survey Assistant
My position entailed that I coordinate marketing surveys at kiosks for corporate sponsors using data sheets designed by Capstone staff. The data was tabulated and distributed for promotional purposes.

ApartmentList.com (Temporary) Data Coordinator
As a data specialist I scanned the Internet for data files from regional real estate firms which I then uploaded onto a Google spreadsheet and subsequently reformatted for online exhibition.

ContractorThriftStore.com – Telemarketer
I utilized information gathered from the Internet to locate potential clients for an online advertising firm. From which I designed marketing strategies for those clients by uploading company logos and contact information into our online catalogue.

Past Employment Experience:

Western Title Co – Accounts Payable Clk
I was responsible for maintenance of accounts payable data, which I tallied on a manual spreadsheet that listed vendor information and amounts to be paid.

United Way – Auditor (Seasonal)
I investigated discrepancies in the inventory balances at Oakland Naval Supply Center by analyzing the results of an ongoing inventory audit versus computerized book balances. Discrepancies were reconciled by tracing shipments and arrivals of individual accounts, then locating unauthorized movements or miscategorized items.