

## **Andrew Searcy**

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### **OBJECTIVE**

Pursuing leadership, customer satisfaction that requires solid time management, customer rapport, and strategic planning skills in order to obtain and achieve objectives in a fast-paced, results-driven, customer focused organization

### **SUMMARY OF QUALIFICATIONS**

Broad-based administrative experience in multiple business environments, including fitness, sales, and customer servers, with accurately tracking information, communicating with decision makers, establishing priorities and achieving pre-determined goals

- Proven experience interacting with decision makers, potential clients, management personnel and fellow team members
- Excellent organizational and planning skills for establishing priorities, creating action plans, and achieving results
- Strong communication and relationship building skills necessary for working with internal/external customers, collecting information, performing analysis and preparing complex reports for the decision making process

### **EDUCATION**

Oklahoma State University, Stillwater/Tulsa, Oklahoma

**Completed Bachelors of Arts in Business administrations**

Minor-Entrepreneurship/Marketing

Tulsa Community College, Tulsa, Oklahoma

**Associates of Business Administrations**

### **PROFESSIONAL EXPERIENCE**

Optimum Transports, LLC 06-17 to 09-19

**Owner & Operator**

- Managing all accounts, booking and fulfilling customers vehicle transportation needs in a timely manner
- Reporting and delivering vehicles to customers satisfaction while exceeding customer expectations

Cheesecake Factory, Restaurant Company 06-16 to 05-17

**Server**

- Retaining full menu knowledge, giving quality service and dining experience with good judgment, problem solving and interpersonal skills
- Multitasking, able to handle multiple tables, requests and aiding of co-workers all while delivering stellar service