

Walter Washington

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www.WalterWashington.com/AboutWalter.html

Phone: (501) 420-2982

KNOWLEDGE, SKILLS, & ABILITIES:

- Over 5 years of experience executing supervisory practices and procedures in the retail, nonprofit, and state government industry for organizations ranging in various sizes
- Intermediate to advance expertise and use of Microsoft Word, Excel, Outlook, Power Point, and Publisher as well as other related computer software applications
- Ability to coordinate program activities with agency personnel, legislators, volunteers, the general public, and program related state and federal agencies
- Capability to utilize research and analysis techniques and methods while being able to prepare, present, and review oral and written information and reports
- Novice expertise with basic HTML, web design, and website development

WORK EXPERIENCE:

State of Arkansas – March 7, 2010 to Present

Program Coordinator/Administrative Specialist III at the Martin Luther King, Jr. Commission

- Monitor and manage project activities while supervising small to medium-sized administrative support staff by orientating, training, delegating assignments, and evaluating the work performance of incumbents
- Report to the Executive Director while handling an array of projects statewide as well as developing, recommending, interpreting, and applying state policies and procedures
- Advise in the screening of applicants for various positions held within the agency while scheduling interviews and providing hiring and termination recommendations to the Executive Director
- Secured 100s to 1000s of attendees to agency events and procured \$10s to \$100s of dollars in sponsorships, vendors, donations, and in-kind/in-trade contributions
- Co-manage and aid in the maintaining of the agency's website, Facebook, Twitter, and YouTube

Target Liquor – October 28, 2008 to Present

Cashier

- Perform accurate and timely cashier functions, including valuable customer service, cash-handling, and operating computerized point of sales cash register
- Store key holder with the ability to open and close the store with responsibilities of various security procedures, such as arming and disarming security systems
- Perform required ID checks on customers, while complying with all regulations regarding established procedures

Metropolitan National Bank – September 5, 2006 to August 10, 2007

Bank Teller II

- Processed 100s of transactions daily that varied from \$10s to \$10000s in amount through the utilization of Jack Henry Financial Computer Teller System Software that supported the evolving banking industry with ongoing enhancements to core functionality and strict regulatory compliance
- Consulted 100s of bank clientele daily about products that best suited their financial needs through the usage of banking literature and referrals to wealth management department
- Effectively detected and stopped fraudulent transactions in order to prevent losses thus saving the banks money and protecting bank account holders
- Promoted from Part-Time Bank Teller to Full-Time Bank Teller I to Full-Time Bank Teller II

Kroger Company – March 1, 2004 to October 16, 2006

Customer Service Supervisor/Accounting Office Clerk

- Compiled and calculated daily sales data (ranging from \$1000s to \$10000s) and inventory of monies and receipts gathered from aforementioned sales from customer transactions
- Supervised the work of up to 15 cashiers and courtesy clerks by assisting with the resolution of problems, observing employees' work performance, and administering their breaks

Brookshire's Grocery Company – April 2, 2002 to January 8, 2004

Office Cashier/Certified Cashier

- Administered the daily monetary operations while supervising the activities of up to 10 cashiers and courtesy clerks in a fast paced grocery retail atmosphere
- Promoted from a Courtesy Clerk to a Cashier to a Certified Cashier to an Office Cashier

VOLUNTEER EXPERIENCE:

WalterWashington.com – June 14, 2009 to Present

Owner & Webmaster

- Launched personal website to promote advocacy of self-interest initiatives and projects
- Written and published several online petitions and newspaper editorials

National Nonprofit Social Service Organization – January 24, 2005 to Present

State Webmaster (Present) and Regional Marketing and Convention Coordinator (2008 – 2009)

- Developed a number of market strategies to educate people more about social service collegiate opportunities by creating informational, marketing, and promotional materials
- Created a website that averages 65,000 hits and visits annually while currently managing its social media networks
- Managed multiple projects through the operational utilization of proper time-management skills

EDUCATION:

Bachelor Degree in Legal Studies, Political Science, and Speech Communications

University of Arkansas at Little Rock – August 16, 2010

Associate Degree in General Studies

University of Central Arkansas – August 10, 2007

Career Readiness Certificate – Gold – Certificate No. 04553

Arkansas Department of Workforce Services – September 5, 2008

Certificate of AASIS Skill Achievement for AASIS Overview and Basic Navigation (AOBN)

State of Arkansas AASIS Service Center (ASC) – March 25, 2010

Hiring and Managing Employees Certificate of Completion

Arkansas Small Business and Technology Development Center – October 23, 2011

RELATED COURSEWORK:

- Business Communication; Organizational Communication
- Global Environment of Business; Legal Environment of Business
- Intro to Public Relations; Persuasive Writing
- Special Problems in Management