

Audie Douglas

Winter Springs, FL 32708

407-388-4369

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SUMMARY OF QUALIFICATIONS:

- Responsible for financial records such as reimbursements, deposits, and budgets for local-non profit
- Certified in Microsoft Office – MS Word, Excel, PowerPoint, Access, Outlook
- Successfully completed Mortgage Banking Association's Introduction to Mortgage Banking
- Diligent Customer Service Skills – Detailed-orientated, Problem Solving by gathering information and finding solutions as well as prioritizing a wide variety of tasks
- Trained in use of Internet Safety/Security Protocols
- Former Walt Disney World Merchandise Cast Member
- Knowledgeable in financial statement analysis
- Practiced High Health and Security Standards as Guest Services Volunteer at Orlando Health Emergency Department
- Obtained currently active FL Real Estate Sales License

WORK EXPERIENCE:

Outside Garden Waterer

02/2018-Present

Lowe's Home Improvement

Orlando, FL

- Advise in care of plants and enhancing the curb appeal of the customers' homes
- Maintain watering standards daily to ensure the well-being of live goods
- Enhanced sales \$500.00 on average each day via expertise

Telecommunication Engineer (Outside Plant)

04/2016-01/2018

Outsource, Inc.

Longwood, FL

- Project Budgeting with the use of High Cost Sheets with use of Excel spreadsheets
- Update the location of fiber optic cables into geographic system software
- Draft permits in order to submit for approval to local governments including Florida Department of Transportation
- Experienced in Microsoft Visio, Microstation, and other specialized software
- Efficient Communication with field engineers via phone or email

EDUCATION:

B.S.B.A Finance

GPA: 3.005

University of Central Florida

2007

COMMUNITY SERVICE/VOLUNTEER EXPERIENCE:

- Orlando Cares for Puerto Rico
- Seminole County EOP Tarp Distribution
- Current Squadron Finance Officer (Civil Air Patrol – US Air Force Auxiliary)