LaJzhalian Dumas

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**Education:**

* University of Southern Mississippi – Bachelor of Science in Business Administration
* Mississippi Gulf Coast Community College – Associates of Art in Business Administration

**Employment History:**

* T Rowe Price – 2220 Briargate Parkway, Colorado Springs, CO 80920

July 2021 - Present

* Acting as key business support for financial reporting.
* Recognize data integrity issues and work with providers of data to resolve.
* Identify account growth opportunities and provided financial analysis to assigned clients.
* Assist the Finance manager with implementation of new compliance and procedures.
* Gathered and verified all required customer information for tracking purposes.
* Consistently maintained or exceeded targeted statistical client goals.
* Enterprise Holdings – 421 North Chelton Road, Colorado Springs, CO 80909

September 2019 – July 2021

* Understanding and adhering of appropriate business administration procedures
* Strong supervisory and administrative capabilities.
* In-depth knowledge of Enterprise’s required management documentation.
* I helped design sales drives and implemented them.
* Achieved exceptional performance reviews and top performer achievements.
* Experience in underwriting to qualify renters through the process of fundability, findability, and feasibility.
* Underwriting procedures consisted of soft background checks and working with insurance companies to confirm information is valid and consistent with potential renter.
* Handled confidential information such as credit card numbers, current residency info, and insurance policy information carefully and professionally.
* In charge of collecting on delinquent debt from enterprise accounts and customers.
* The Homework Station – 1433 Hwy 90 Gautier, MS 39553

May 2012 – May 2018

* Scheduled and coordinated meetings, appointments, and travel arrangements for the supervisor.
* Established and maintained vendor relationships.
* Maintained an updated list of revenue available for purchases.
* Managed travel and expense reports for department team members
* Kept accurate records on quarterly cost and financial projections.
* Strictly adhering to office policies and procedures, especially regarding confidentiality
* **Skills:**
* Microsoft Office Apps - Strong work ethic
* Adaptability - Teamwork
* Strong analytic skills -Underwriting