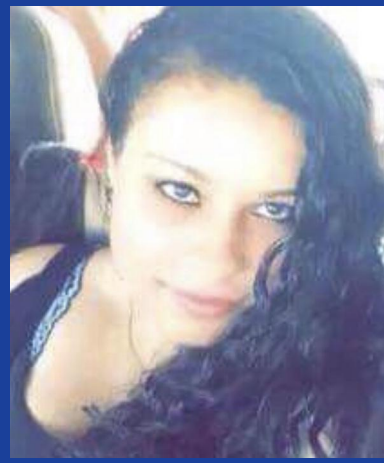


JOWELLE HABOU

Finance



Address Katy, TX, 77450

Phone (310) 695-0705

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An initiative-taking Finance graduate who is able to provide key analytical support to leaders and companies. Ambitious and looking forward to playing a vital role in financial decision-making and adding significant value to a business. A high performing individual, demonstrating drive, enthusiasm, and initiative, with the ability to work well under pressure, consistently delivering quickly and accurately and able to prioritize to ensure deadlines are met whilst maintaining a high standard of analysis and insight. Some experience in budgeting, forecasting, and producing monthly financial reports as well as reviewing internal company processes to advise on any improvements which could be made. Seeking a position that offers long term career prospects and benefits.



Work Experience

May 2020 **Warehouse Associate**

- Dec 2021 *Amazon, Katy, TX*

- Applied Occupational Safety and Health Administration (OSHA) standards.
- Operated variety of conveyors, moving packages in and out of loading dock areas safely and efficiently.
- Loaded letters onto processing equipment, removed non-processable letters and maintained continuous sorting feed.
- Released registered and special delivery letters and packages to designated recipients and obtained signatures for release.
- Maintained high-level work standard achieving 100% accuracy sorting and processing.
- Provided reports and workflow statuses on time to management.
- Informed management immediately of sorting issues, conveyor problems and safety concerns.
- Organized warehouse storage areas to facilitate efficient receiving and shipping of products.
- Our station was rated #1 in all of Houston for extraordinary performance and highest number of sales.

Feb 2019 - **Receptionist Coordinator**

May 2019 *Dr. Dorsey C. Blair, Katy, TX*

- Answered central telephone system and directed calls accordingly.
- Confirmed appointments, communicated with clients, and updated client records.
- Managed multiple tasks and met time-sensitive deadlines.
- Drafted professional memos, letters and marketing copy to support business objectives and growth.

- Kept reception area clean and neat to give visitors positive first impression.
- Monitored and screened visitors to verify accessibility to inter-office personnel.
- Scheduled and confirmed appointments and meetings for senior management team.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Monitored premises, screened visitors, updated logs and issued passes to maintain security.
- Provided clerical support to company employees by copying, faxing, and filing documents.
- Resolved customer problems and complaints.

**Apr 2018 -
July 2018**

Customer Service Representative

H-E-B, Katy, TX

- Resolved customer complaints and maintained clean and tidy checkout area.
- Maintained customer satisfaction with quick and professional handling of product returns.
- Monitored self-checkout systems and aided or intervened where required.
- Processed accurate and efficient sales and return transactions to facilitate customer satisfaction.
- Maintained reports of transactions and greeted customers when entering and leaving establishment.
- Enabled customers to feel welcomed, important, and appreciated by answering questions about products sold throughout store.
- Completed file maintenance log for price discrepancies.
- Managed approximate daily credit and cash transactions for customers with accuracy and speed.
- Counted money in drawers at beginning and end of each shift.
- Verified deactivation and removal of Electronic Article Surveillance Tags from products at point of sale.
- Operated cash register to record transactions accurately and efficiently.
- Used POS system to enter orders, process payments and issue receipts.
- Demonstrated product features, answered questions, and redirected objections to highlight positive aspects.
- Conducted inventory counts by adding each item in stock and documenting in computer system.
- Constantly received positive comments and feedback from customers.



Education

**Aug 2020 -
May 2022**

BBA: Finance

University of Houston - Victoria, TX

- Member of The Honor Society - Strength and Honor.
- Member of The Beta Gamma Sigma Honor Society (BGS).
- Invited to be part of The Society for Collegiate Leadership & Achievement (SCLA).
- Received numerous scholarships for my academic performance and achievements.

- Awarded both President's and Dean's List from 2020-2022.
- Recognized with the honor status of Magna Cum Laude during graduation.
- Recognized and awarded as the top 10% in my class.
- Graduated with honors and a high GPA.

**Jun 2018 -
Jun 2020**

Associate of Arts: Finance

Lone Star College System - Katy, TX

- Member of The Phi Theta Kappa Honor Society (PTK).
- Member of The National Society of Leadership and Success (NSLS).
- Received numerous scholarships for my academic performance and achievements.
- Awarded both President's and Dean's List from 2018-2020.
- Graduated with honors and a high GPA.

Skills

- Microsoft Software Proficiency
- Interpersonal Communication
- Organization and Time Management
- Decision Making
- Strategic financial planning
- Financial reporting
- Analytical ability
- Problem-solving
- Knowledge of digital tools
- Capacity for innovation
- Strategic thinking
- Ability to influence and persuade

Languages

English

◆◆◆◆◆
Excellent

Arabic

◆◆◆◆◆
Excellent

Software

Operating systems (Windows, MacOS, etc.)

◆◆◆◆◆
Excellent

Office suites (Microsoft Office)

◆◆◆◆◆
Excellent

Presentation software (PowerPoint, Keynote, etc.)

◆◆◆◆◆

Spreadsheets (Excel, Google Spreadsheets, etc.)

Excellent
◆◆◆◆◆

Communication and collaboration tools (WhatsApp, Skype, etc.)

◆◆◆◆◆
Excellent

Accounting software (QuickBooks)

◆◆◆◆◆
Excellent

Various social media platforms (Twitter, Facebook, Instagram, etc.)

◆◆◆◆◆
Excellent

Interests

Volunteering and community involvement

Finance, Sales & Marketing

Learning new languages

Travel

Sports

Dance

Art

Music

Social Media

Additional Information

Due to my excellent performance and extraordinary achievements, Amazon.com LLC extended a managerial position which started on July 2022. This promotion demonstrated my capability and strength as a leader, even for a trillion-dollar company such as Amazon. Hence, I exhibited exceptional innovative skills, along with my passion and drive to reach organizational objectives. However, after careful consideration, I decided to decline this offer in order to pursue my passion as a self-starter Finance graduate. I believe I can use my skills to further develop my career, venture into new opportunities, learn new things, and be part of a significant impact with companies located overseas, specifically the Middle East. Coming from a Lebanese American background, I strive to use my talents and experiences to positively influence firms located abroad and enhance the organizational brand.