

Elizabeth Mooney

...Responsible...Punctual...Loyal...

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15987 SW 59th
Miami, FL 33193

Seeking Position As:

Management Professional

Marketing ✦ Advertising

Professional with strong leadership and motivational skills; proven ability to quickly build rapport, establish trust and train and motivate people of all levels. Recognized for professionalism, positive mental attitude, commitment to excellence and demonstrated ability to communicate and interact effectively with senior management and associates. Precise, detail-oriented worker with proven skill in managing large volumes of information and facilitating multiple tasks in deadline-driven environment. Sound judgment and decision making skills.

- ✦ Multi-Site Operations Managements
- ✦ Communication & Organizational Skills
- ✦ Employee & Customer Relations
- ✦ Project Management
- ✦ Leadership Qualities & Skills
- ✦ Staff Performance Optimization

Professional Experience

Timely Car Rental

Aug 2005-Present

General Employee (Aug 2005- Mar 2006)

Manager (Mar 2006- Present)

Santa Isabel, Puerto Rico

Payless Car Rental

Dec 2001 -Feb 2005

Assistant Manager

Santa Isabel, Puerto Rico

- ✦ Cut operating costs by 15% by reducing non-value added operations, improving employee efficiency and obtaining process-improvement input from clientele.
- ✦ Successfully managed business relationships with staff; ensured optimal performance and customer service through continuous business improvements.
- ✦ Established transportation services at the best possible cost, serving existing accounts and identifying new customers.
- ✦ Customized training in effective negotiation skills, resulting in a renewal of a major 10 year contract surpassing company's established objectives.
- ✦ Performed cashier transactions; provided customer service.
- ✦ Oversaw financial and administrative functions including, Personal insurance and credit card claims; managing 2 employees, and diligently assisted in month end closings.

Education & Technical Skills

Pontificia Universidad Catolica de Puerto Rico

Aug 1996- May 2001

BBA, Public Relations; Minor in Marketing and Advertising

Microsoft Office Suite ✦ Type 40 wpm ✦ Internet ✦ Rental 2000 ✦ QuickBooks

**References Gladly Provided Upon Request*