

Carmaletia Robinson Keene

Coastal Carolina University
Conway, South Carolina

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Education

Florida State University, Tallahassee, Florida

- Master's of Business Administration August 2000
- Specialization in Management
- Bachelor of Science in Management May 1999
- Major in Management

Professional Experience

Coastal Carolina University, Conway, SC

August 2007-Present

Lecturer of Management

- Courses taught: The First-Year Experience, Introduction to Global Business, Management and Organizations, Integrated Business Communication

Teaching Associate – Business

- Courses taught: The First-Year Experience, Introduction to Global Business

Kona Ice of Horry County, Conway, SC

May 2014-Present

Owner/Operations Manager

- Strategic planning
- Inventory management
- Employee hiring, training, and scheduling

Horry-Georgetown Technical College, Conway, SC

January 2007- May 2017

Adjunct Instructor – Business

- Courses taught: Business Ethics, Consumer Behavior, Principles of Management, Business Law, Human Resource Management

Small Business Development Center, Conway, SC

August 2013-June 2014

Business Consultant

- Offering practical, individual counseling to start-ups and existing small businesses in the following areas:
Pre-venture feasibility
Marketing, Production, Financial Planning, Record Keeping
General management for the small business person engaged in retail, wholesale, manufacturing, or service business

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Tallahassee State Bank, Tallahassee, FL

August 2000-June 2004

Loan Operation Officer

October 2002- June 2004

- Interviewed, trained, and supervised all loan operation personnel
- Created an incentive plans for loan employees in order to increase loan related product sales
- Prepared and presented the loan department's strategy and goals to executive officers during monthly meeting
- Balanced and maintained all loan related escrow and general ledger accounts
- Maintained the general operations of the loan department such as ensuring that working is completed in a timely and efficient manner
- Processed major mortgages, consumer loans, commercial loans and lines of credit including ordering title insurance, appraisal, survey and all actions necessary to complete a loan
- Managed customer loan accounts
- Answered customer service questions

Loan Operation Supervisor

August 2000 –October 2002

- Supervised all loan operation personnel
- Balanced and maintained all loan related escrow and general ledger account
- Prepared and renew mortgages, consumer loans, commercial loans and lines of credit
- Answered customer service questions

Volunteer

Ten Oak Middle School PTO, Myrtle Beach, SC

March 2018 – Present

Treasurer

Responsibilities:

Responsible for all the financial transactions of the organization.

Collect, count, log, and deposit all financial payments.

Write all checks on behalf of the organization.

Reconcile bank statements on a monthly basis

Preparing and reporting balance sheet, income statement, and Treasurer's report on a monthly basis.

References

Available upon request