

Daryves Maxi

West Palm Beach, FL | (561) 631 – 2093 |

daryvesmaxi@gmail.com | [LinkedIn.com/in/daryves-maxi-4162b324b](https://www.linkedin.com/in/daryves-maxi-4162b324b)

EDUCATION

Bachelor of Business Administration in Management Information Systems Boca Raton, FL
Florida Atlantic University

TECHNICAL SKILLS

Excel, SQL, Tableau, Microsoft Office, MS Visio, Project Management, Computer Networking, Systems Analysis and Design.

ESSENTIAL TRAITS

Leadership, Communication, Teamwork, Problem Solving.

EXPERIENCE

Business Administrator March 2021 – Present
Mayves Service Inc West Palm Beach, FL

- Process, verify, and review data, including records and reports.
- Prepare and obtain all documents necessary for legal circulation on public roads.
- Executed error free data entry.
- Coordinate transportation efficiently, adhering to quality and punctuality standards set by the company.
- Organization of inventory, submitting bill of lading, tracing equipment on websites.

VOLUNTEERING WORK

May 2019 – August 2019
Westmount Public Library Montreal, QC

- Aided individuals ranging from children to seniors in the learning of basic computer skills, including navigating the Internet, composing emails, and using MS Office software.
- Aided in the creation and design of book-based exhibits.
- Assisted with projects.

CERTIFICATIONS

Office2019: Microsoft Office Specialist: Excel Associate
Issuing Organization: Microsoft
Year: 2022

ACTIVITIES

Management Information Systems Association (MISA), Member Aug 2022 - Present
Phi Theta Kappa, Member Oct 2020 – Present

LANGUAGES

Fluent in the oral and written communication of French and Haitian Creole.