



D'MARCUS ALLISON

Atlanta, GA 

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OBJECTIVE

Dedicated and results-driven professional with a track record of driving operational excellence and strategic growth. Possesses a solid foundation in business administration that can leverage my comprehensive expertise to streamline processes and deliver exceptional outcomes. Strong communication skills and collaborative approach enable me to foster cross-functional teamwork. Continue increasing proficiency in web development and programming and offer assistance on front-end and full-stack projects. Seeking new career opportunities with a progressive organization that emphasizes building customer relations.

EXPERIENCE

Negotiations Specialist (Legal) | Beyond Finance, LLC.

2024 - CURRENT

- Effectively utilizing CRM software (SalesForce) to quickly access and analyze confidential client data, such as financial information, social security, and more.
- Contacting creditors, law offices and attorneys on behalf of clients regarding their debts and negotiating for settlement options.
- Working a fast-paced, phone call heavy environment, while also managing emails and client accounts.
- Collaborating with work peers and team leads via Slack to discuss various tradelines and updated information regarding procedures and legal information.

Administrative Assistant & Production Associate | GotMoxieDesigns, LLC.

2022 - CURRENT

- Aiding business management via conducting research and organizing data.
- Interacting with clients on the employer's behalf and performing additional clerical duties (updating calendar events, sorting documents, or updating the content on employer's store webpage and social media accounts).
- Assisting with creation of products and management of store merchandise.
- Researching and arranging new business opportunities so that the company can expand its services.

Loan Specialist (GS-9) | Small Business Administration (SBA) (Remote)

2021 - 2024

- Oversaw many loan requests daily, contacted small business owners (via phone and email) regarding loan services, and ensured all required documents were completed and accurate according to policies and procedures.
- Analyzed and researched applicant information and their business to determine the feasibility of approving or denying a loan request (e.g. legitimacy of the business, gross revenue, credit score, number of employees, the type of business, and more).
- Guaranteed the integrity of all clientele PII remained protected and confidential.

EDUCATION

B.S. Business Administration | Argosy University

2013 – 2018

Responsive Web Design Developer Certification | freeCodeCamp

2023

The Complete Full-Stack Web Development BootCamp | Udemy

2024

The Complete JavaScript Course 2025: From Zero to Expert! | Udemy

2025

SKILLS

- Microsoft Office Suite
- CRM Systems (Salesforce)
- HTML, CSS, JavaScript
- Visual Studio Code (Front-end Development)
- WordPress
- React JS
- Remote/Telephone-based work experience
- Financial Negotiation
- Accounting/Financial skills
- Risk assessment skills
- Researching and processing documents through database systems
- Loan Assistance
- Supervision/ Team Leadership skills
- Customer Service/ Relations
- Production & inventory management
- Remote communication apps (Zoom, Slack, Teams)

**References available upon request*