

Cheick M. Jr Djire

1615 Sawdust Rd #12196
The Woodlands, Texas 77380
Cell: 281/782-6252

Professional Summary:

- Customer services representative and sales representative with 5+ years experience in the hotel and hospital environment.
- I am currently a Facility Manager at Restaurant Row with SP+ at Hughes Landing and Kona grill. Under Howard Hughes as client, I oversee more than 50 valet drivers and interacting with more than 8 restaurant GMs and 1 sponsor (BMW) in the area. Prior to that position, I was a Frontline Manager for Methodist Hospital in Sugar Land for 3 years. We are the first valet company to ever operate there and I started that location from scratch and train the valets and the concierge at that location on the operation standpoint and how to interact proficiently with the patients and visitors.
- Prior to Methodist I was an Asst. Facility Manager in Houston Club in Houston Downtown area with 27 employees that I managed and I was also overseeing and managing more than 350 accounts.
- I also worked as a Valet Supervisor at the Houston Marriott Medical Center with over 6 years of experience interacting with customers in that location and as an employee who had and still have a direct relationship with the former GM (Rick Smith) of that hotel; he can vouch for my experience with Hotel Guests.

Core Qualifications:

- MS Office proficient from Excel, Word, PowerPoint to access.
- Client & sponsors interaction, Shape goals/strategies to adapt to client needs; create organizational chart; hire exceptional team members.
- WhenToWork Scheduling platform.
- Oracle iPayables & iProcurement P2P suite, SciQuest.
- Excellent Customer service and strong analytical observation to accommodate to client or customer needs.
- Excellent communication skills, fluent in French, English & Bambara and learning Spanish currently to expand my social and professional interaction skills.
- Bookkeeping from Account receivables, Account payables to vendor relations.
- Great multitask ability
- + ADP
- + CAMS
- + CLIENT VIEW
- + CONCUR
- + HYPERION
- + iCIMS
- + INFO ASSIST
- + JAGGAER
- + KRONOS
- + MPM

- + MY SPOT
- + NAVIGATOR
- + OPERATIONS DASHBOARDS
- + SALESFORCE
- + SP+ UNIVERSITY
- + UPS CAMPUS SHIP
- + WEB DOCS

Experience:

Frontline or Facility Manager with SP+

2013 to Current

Overseeing frontline operations including payroll, scheduling, incident claims, managing accounts, vendors, client interaction, third party accounts etc.

Assistant Manager with Central Parking

2012 to 2013

Valet supervisor at Houston Marriott medical center

2008 to 2012

File daily financial reports on spreadsheet and all records of vehicle in the property, assist customers into checking it and assist them into using the complimentary shuttle to nearby places, supervise all valet employees by making sure they all comply to the company's rules & regulations.

Valet porter / supervisor at Woman's Hospital of Texas

2008-2012

Valet supervisor with standard parking at Houston renaissance (A Marriott Company)

2007-2008

Banquet at Hilton Hotel UH main campus

2006-2008

Education:

High school diploma at Ecovie in 2005

Studied 2 semesters at UH main campus in 2007-2008

- Decided to take my basic classes at a community college and transfer later on back there.
- Business Administration and management

Houston Community College

- Associate in Business administration and management
- Certificate of Entrepreneurship.

University Of Houston Downtown

- Bachelor in Business science (2019)
- Minor in Computer Science (2019)

Hobby and Interest:

- Spending time with my family and friends
- I Play soccer and I enjoy cooking on my free time.
- I like to learn new technology gadgets and technologies or solving puzzles.
- I love to bring new ideas to life.
- I enjoy traveling at every opportunity and love learning new and challenging stuff.
- Business development and/or Project management are my biggest interests.