

Resume

Khoury Harris

Abingdon, Maryland

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Professional Experience

Field IT Technician

Minotech Pomeroy – Contract Assignment at Giant & Martin's Superstores

March 2024 – Present

- Delivered full-site hardware upgrades, including installation of monitors, customer service kiosks, and IT systems.
- Rewired and labeled power and network cables in accordance with organizational IT standards.
- Maintained detailed records of installed equipment and conducted post-installation functionality testing.
- Coordinated with store management and internal teams to minimize operational downtime during transitions.

Assistant Business Development Manager

Capital Automotive Group – Wake Forest, NC

August 2023 – May 2024

- Responded promptly to incoming service-related inquiries via phone, email, and online platforms.
- Conducted follow-up communications to confirm and remind customers of scheduled service appointments.
- Collaborated with the sales team to develop and implement marketing campaigns and promotional efforts.
- Assisted in planning and organizing customer engagement events to increase service traffic.

Audit Intern

CliftonLarsonAllen LLP – Raleigh Triangle, NC

January 2022 – April 2022

- Prepared audit reports, conducted census testing, and managed 401(k) audits for

healthcare clients.

- Utilized CCH ProSystem Fx Engagement software to gather, analyze, and organize financial data.
- Worked closely with Senior and Junior Auditors to ensure accuracy and efficiency in audit procedures.
- Strengthened business communication skills through preparation of formal audit documentation and client interactions.

Education

North Carolina Central University
Bachelor of Business Administration, Management
Minor: Finance | GPA: 3.75
Graduated: December 2024

Certifications

- HVAC Apprentice Certification
[Maryland Department of Labor]