



LLOYD FRILOT

Client Relations & Communication



(281)-248-7100



lloydfrilotbusiness@gmail.com

EDUCATION

Bachelors of Science
University of Houston
2021 - 2023

Master of Arts
TCU
2023 - 2025

Associate of arts
New Mexico Junior College
2019 - 2021

EXPERTISE

- Management Skills
- Digital Marketing
- public speaking
- Critical Thinking
- Communication Skills
- Digital Marketing
- Management skills

LANGUAGE

- English
- Spanish

PROFILE

Dedicated and disciplined athlete and scholar with a degree in Psychology from the University of Houston and current Division I track athlete at Texas Christian University, specializing in the 800 meters. Known for strong leadership, commitment to excellence, and the ability to balance rigorous academic and athletic demands. Brings proven skills in teamwork, communication, and performance under pressure, shaped by a military household upbringing and active community involvement. Seeking opportunities to apply discipline, problem-solving, and people-focused skills in professional and leadership environments. Big 12 champion as well TCU Indoor and outdoor school record holder.

WORK EXPERIENCE

Walmart

sales associate

- Greet and assist customers with purchases and inquiries.
- Stock shelves, organize merchandise, and maintain displays.
- Operate cash registers and process transactions.
- Monitor inventory levels and report shortages.
- Keep sales floor clean, safe, and organized.
- Follow company policies and provide excellent customer service.

2019 - 2021

TCU

Testing Proctor

2024 - 2025

Hard Man Signs

Sales and Marketing Associate

- Working with the wider development team.
- Check emails, messages, and project management tools (e.g., Trello, Asana, Jira).
- Review project timelines, deadlines, and priorities for the day.
- Identify key milestones and dependencies.
- Send updates to clients, executives, or partners.
- Log changes, meeting notes, and important decisions.
- Review completed tasks vs. pending ones.

2022 - 2023

NCAA

Athlete

- Worked around 20 hours per week of training, travel, and competition with a full academic workload, demonstrating strong time management and discipline.
- Collaborated with teammates and coaches to achieve performance goals, developing teamwork and communication skills in high-pressure environments.
- Maintained focus and resilience while competing at the Division I level, showcasing mental toughness, adaptability, and the ability to perform under pressure.
- Set measurable goals and tracked progress toward personal records, applying strategic planning and a continuous improvement mindset.
- Served as a role model and mentor for teammates, reinforcing leadership and peer support skills.
- Applied knowledge of health, wellness, and psychology principles in performance, recovery, and motivation.
- Gained experience in self-discipline, accountability, and reliability, qualities directly transferable to professional and remote work settings.

2019-2025

UNIVERSITY OF Houston

Clerk

2021-2022

- Managed and organized student records, files, and confidential documents, ensuring accuracy and compliance with university policies.
- Provided front-desk support, greeting visitors, answering inquiries, and directing students, staff, and faculty efficiently.
- Handled data entry and production of documents, maintaining data consistency.
- Prioritized time management and requests in a timely manner to support administrative functions.
- Assisted with scheduling departmental meetings, and events, demonstrating strong time management and organization.
- Communicated effectively via phone, email, and in person to resolve student and staff questions.
- Supported faculty and department staff with clerical tasks such as copying, scanning, filing, and correspondence.
- Maintained confidentiality while handling sensitive student and departmental information.
- Developed proficiency in Microsoft Office Suite (Word, Excel, Outlook) and university-specific software systems.
- Adapted to changing tasks and priorities in a fast-paced academic environment.

2021-2022

REFERENCES

Khadevis Robinson

TCU Director of Track and Field

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