



# LLOYD FRILOT

Client Relations & Communication



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lloydfrilotbusiness@gmail.com

## EDUCATION

**Bachelors of Science**  
**University of Houston**  
2021 - 2023

**Master of Arts**  
**TCU**  
2023 - 2025

**Associate of arts**  
**New Mexica 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

- Set up testing room and materials.
- Verify student IDs and eligibility.
- Read instructions and start timing.
- Monitor for cheating or disruptions.
- Collect and secure completed exams.
- Report attendance and incidents.

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.
- Track project milestones and deliverables.
- Send updates to clients, executive, or partners.
- Log changes, meeting notes, and important decisions.
- Review completed tasks vs. pending ones.

2022 - 2023

### NCAA

Athlete

- Worked in 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

- 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 updated databases with attention to detail and consistency.
- Processed forms, applications, and requests in a timely manner to support administrative functions.
- Assisted with scheduling appointments, 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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### Chasity Marks

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