

Professional Summary:

Organized, efficient, energetic, creative and highly organized. With 10 years of experience maintaining inventory, she created a whole new system to us manage our inventory more efficiently."

*Krystal Centers
College*

"Makeeda has been a life-saver when it comes to keeping our daycare organized and running professionally. She found an entirely new way to decorate our space so that it was easier to move around and easier to clean up at the end of the day. Her organizational skills are impeccable."

*Patricia Connor,
Daycare Director*

"For the past two years, Makeeda has helped me purchase jewelry over and over again. Her professionalism and knowledge of products always makes her the first person I come to when I'm looking for a new item to buy."

Customer

Medical Billing Specialist

Organized, efficient and talented sales associate eagerly seeking transition into a Hospital Billing Specialist position. Demonstrated success in inventory management, negotiations, and technical support.

10 years of experience maintaining inventory of incoming and outgoing merchandise.

Quick learner of computer programs and databases. Current experience in MS Word, Excel, GATS, and internet usage.

- Skilled in building and maintaining customer relationships. Generated \$100,000 in sales annually.

• Ranked as Employee of the Month recognition 10 times in the past 3 years.

- Excellent understanding and speaking of Spanish.

Skills and Accomplishments

Effectively managed new record keeping system for inventory at major jewelry retailer.

Optimized store layout to increase customer interest and raise sales.

Redecorated store to increase flow of movement for children and staff; which resulted in faster build up.

- Maintained excellent customer relations, and employee contributions.

Customer Rapport

- Ranked as Top Monthly Seller 10 times in the past three years.
- Maintained customer relationships through record keeping, calling for follow-up and providing excellent customer service.
- Distinguished sales associate with return customers for new purchases.

Leadership Skills

- Interviewed, hired and trained new employees.
- Created new dance, art, and physical activity programs at local center.
- Increased employee morale with ongoing professional discussions.

Employment History

Zales, Brooklyn, NY (September 2005 – Present)

Sales Associate

Responsible for maintaining display boards, selling merchandise, customer follow up, and opening and closing store. • Administer employee payroll and closing pay periods.

BP Amoco, Brooklyn, NY (September 2002 – September 2005)

Sales Clerk

Managed daily inventory, selling merchandise, closing out money drawer, and providing excellent customer service.

Calvary Day Care Center, Brooklyn, NY (July 2001 – September 2005)

Teacher

Taught class of 10, while also managing cleanliness of facility and operating art, dance, and exercise programs.

Education

Kingsborough Community College (2002 – 2004): Focus - **Physical Therapy**

Sheepshead Bay High School (1997 – 2001): Focus - **Health Studies**