

Makeeda C.

555 East 55th Street # 2B • Brooklyn, NY 11212

Home: (555) 555-5555 • Cell: (555) 555-5555

E- mail: Notreal@aol.com

Professional Experience:

"Makeeda is enthusiastic, creative and highly organized. When we had difficulty keeping track of inventory, she created a whole new system to help us manage our information more efficiently."

*Krystal C.,
Colleague*

"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 C.,
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, customer relations, and technical support.

- 6 years of experience maintaining inventory of incoming and outgoing merchandise.
- Quick learner of computer programs and databases. Current experience in MS Word, Excel, CATS, and internet usage.
- Skilled in developing and maintaining customer relationships. Generated \$350,000 - \$400,000 in sales annually.
- Earned Employee of the Month recognition 10 times in the past 3 years.
- Proficient understanding and speaking of Spanish.

Pertinent Skills and Accomplishments

Organizational Skills

- Effectively created and managed new record keeping system for inventory delivered and sold at major jewelry retailer.
- Conceptualized store displays to increase customer interest and raise sales.
- Redecorated local daycare to facilitate ease of movement for children and staff; while also alleviating clutter build up.
- Experienced at tracking merchandise sales, customer relations, and employee contributions.

Customer Rapport

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

Leadership Skills

- Interviewed, hired and trained new employees at all previous jobs.
- Created new dance, art, and physical education programs at local daycare.
- Increased employee morale with team building projects and 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 time slots 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**