

SHERRI R. H. DAILEY

sherrirhdailey@gmail.com

Objective:

I am looking to find an entry level position within a long term career challenge among a talented, hardworking, enthusiastically energized team. Where I can work towards the achievement of the goal of the organization, self-satisfaction, and the welfare of humanity; to continuously improve my professional skills in order to meet future challenges. I am a dependable, hardworking, fast learner who is always eager to learn new positively creative things and I work exceptionally well at everything I do.

Experience

Independent Cab Driver and Dispatcher

- Maintained accounting ledgers, Provided customer service, Drove automobiles, vans, Collected fares, vouchers, and handled credit card machines, Determined fares based on trip distances and times, Followed traffic laws, Loaded/unloaded passenger luggage or cargo, Maintained or repaired cargo or passenger vehicle, Performed safety inspections, Read maps and Serviced vehicle with water, fuel, or oil
- Provided customer service over the telephone, Supervised other workers, Monitored procedures and money handling, Increased profits and productivity, Increased customer satisfaction and efficiency, Scheduled and dispatched workers, Relayed work orders, Prepared daily work and run schedules, Received or prepared work orders, Oversaw all communications, Handled multiple phone lines and fax machines and credit card machine

McDonalds Corporation

Closing Cashier

- Provided customer service, Identified customer needs, Resolved customers' service or billing complaints, Solicited sale of new or additional services or products, Determined charges for services requested, Collected deposits or payments, Analyzed time management/procedures/and customer wants, Conferred with customers by telephone or in person, Handled cash registers, Cleaned entire store

2006

York Technical College

Rock Hill, SC.

Real Estate Sales

- Certificate, also passed my South Carolina State Portion

2010

York Technical College

Rock Hill, SC.

Photography and Tele Productions (TV and Video Production)

- Photography, experience with Nikon D90 and Nikon D7100. , Photo Shop, Lighting, Avid, Pinnacle. Different Audio Editors And I had Intern on WBTV, I had hands on training with everything to do with production, I learned how to produce, direct, write, edit (Avid), operate studio cameras (1,2, and 3), stage and studio lighting, audio boards, switch boards, cg board, set design, crew and field work, wiring, etc.

Additional Certificates and Skills

Microsoft Office Specialist Certificate, Embedding Charts and Tables into Word 2010, Excel, Applying Basic Formatting in Excel 2010, Customizing Visual Elements in Excel 2010, Power Point, Collaborating and Sharing Presentations in Power Point 2010, Defining Project Properties in Project 2010, Lotus Notes 8, a little Programming/Web Design (Share Point 2003 and Dream Weaver), Electric Keyboard, Data Entry, Internet research.

Customer Service, Customer Service Over the Phone, Developing a Customer-Focused Sales Approach, Dealing With Irrational Customers and Escalating Complaints.

Developing High-Performance Organizations, Team Delegation, Delegating Appropriate Tasks, Developing Employees through Delegation, Developing Strategic Relationships in Your Organization, Basic Accounting, Trial Balance Adjusting Entries, Medical Terminology.