
Tayasiaday Kelly

Wilmington , DE 19801

302-357-1149

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SKILLS

- Adaptability
- Organization
- Customer service
- Team work
- Communication
- Accounting
- Timesheet
- Payroll

EXPERIENCE

Delaware Title Loan , Claymont , DE - *Loan Representative*

February 2020 - June 2023

Responsible for soliciting potential clients and guiding them through the loan application procedures and gathering information in order to ensure they meet requirements and the best decision is made on their credit worthiness. Responsible for intake and payments received.

Comcast , Newark , DE - *Sales Representative*

November 2018 - December 2020

Responsible for generating monthly sales through outbound cold calling or lead generation which plays a key role in the growth and expansion of Comcast Business Services and its product offerings. Facilitates the sale of Comcast Internet, Voice and TV services to small and mid-size businesses to new and existing customers. Works with moderate supervision/guidance. Is accountable for individual results and impact on team

PNC Financial Service Group , Newark DE - *Bank teller/Customer service*

January 2016 - June 2018

Improving customer financial well being and creating loyalty with customers .

Processing a variety of customer interactions. Educates customers on alternatives

available for their financial interactions. Identifies banking opportunities during the customer interaction and refers to them as appropriate.

Billion Law , Elsmere , DE - *Front Desk Receptionist*

March 2014- September 2017

greeting guests, issuing visitor badges, taking phone calls, sorting correspondence, answering to client inquiries, ordering office supplies, maintaining the reception area clean and organized, receiving shipments, updating records and files, maintaining schedules

EDUCATION

Indiana University of Pennsylvania - Indiana, PA,
Associate's degree in Mass Communications

June 2015- December 2020