

Sonee Miller

Just moved to a new area and looking for career to better myself

McHenry, MD

sjm71190@gmail.com

13016161687

Very good with people and Computers and Microsoft applications has always been my thing, typing is a second nature to me, also a quick learner. Have an award for Business Computer Apps and currently in College online for Business and currently taking business law

#readytowork

Willing to relocate to: Oakland, MD - Deer Park, MD - Loch Lynn Heights, MD

Authorized to work in the US for any employer

Work Experience

Online Student

Strayer University

Present

I am currently in my 2nd year of college at Strayer University, a bachelors degree in Business Administration with a Concentration in Social Media. I have recently been nominated to the SCLA honors society and am an honors student.

Housekeeping / Laundry aide

Piney Valley Nursing Home - Keyser, WV

February 2018 to August 2019

Do housekeeping but will also work laundry.

Bartender/Server

New creek tavern - Keyser, WV

September 2013 to February 2015

cleaning, open and close, cash register, tend bar,

Cashier

KFC/Long John Silvers - Keyser, WV

September 2010 to September 2012

-Cook, Cashier, Drive thru, prep, open and close, clean, stock

Sandwich Artist/Cashier

Subway - Keyser, WV

May 2008 to September 2010

Make sandwiches, cashier, stock, prep food, clean, open and close

Current Student

Strayer University - Remote

July 2019

Current student for bachelor's in business with a concentration in Social Media.

Education

Diploma in Bachelors

Keyser High School - Keyser, WV

2004 to 2008

Skills

- good with people, punctual, work well with others, computer skills (6 years)
- Waitress
- Hostess
- Restaurant Server
- Barback
- Accounting
- Accounts Payable
- Laundry
- Bartending
- Catering
- Accounts Receivable
- Bartending
- Accounts Receivable
- Guest Services
- Office Management
- Typing
- Food Preparation
- Laundry
- Microsoft Powerpoint
- Microsoft Outlook
- Data Entry
- 10 Key Calculator
- Microsoft Word
- Adobe Acrobat
- QuickBooks

Awards

Computer Applications 1 and 2

April 2006

Was awarded a certificate for exemplary completion of Computer Applications 1 and 2

Certifications and Licenses

computer programming

April 2007 to Present

Received from Vo-tech for being outstanding in typing, and the Microsoft programs

Food Handler

Assessments

Basic Maintenance and Repair — Familiar

October 2019

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities.

Full results: [Familiar](#)

Creating Presentations with Microsoft PowerPoint — Proficient

January 2020

Knowledge of Microsoft PowerPoint tools and features.

Full results: [Proficient](#)

Verbal Communication — Proficient

February 2020

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

Front Desk Manager (Hotel) — Highly Proficient

February 2020

Selecting hotel rooms based on verbal requests and identifying errors in hotel data.

Full results: [Highly Proficient](#)

Retail Customer Service — Completed

February 2020

Comprehending and responding to retail customer needs.

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.