DAWN ABSHIRE

EXPERIENCE

EXECUTIVE ASSISTANT

Triangle Experts
2018-Current

- Responsible for organizing, maintaining, and submitting documentation that complies with both federal and state laws.
- Implementing systems to provide a better workflow in the office.
- Maintain client database with current and accurate information.
- Manage vendors for projects and follow up for completion.
- Organizes and manages employee and client appreciation events.

FINANCIAL REPRESENTATIVE

Fidelity Investments
2016-2018

- Responsible for educating customers on their accounts.
- Processing customer transactions that comply with regulations given by the company and government for different account types.
- Responsible for helping clients with some technical issues.

CORPORATE SALES REPRESENTATIVE

Citrix
2015-2016

- Making both inbound and outbound calls to companies.
- Managing pipelines, developing, and applying an understanding of Citrix products and processes to customer base.

CONTACT

- ☎ 919-720-5983
- ✉ dawnaabshire@gmail.com
- 📍 Fuquay-Varina, NC

HARD SKILLS

- MS Office
- Adept in Technology
- Project Management
- Time Management
- Detail Oriented
- Database Management
- Social Media
- HTML
- CSS
- PHP
- C#
- JavaScript
- Bootstrap
- Joomla

SOFT SKILLS

- Quick Learner
- Dependable
- Problem-Solving
- Organized
- Adaptable
- Team Player

DAWN ABSHIRE

RETAIL CONSULTANT/KEY HOLDER

Sprint

2012-2015

- Assisting clients with purchasing products and services in a timely manner that suited the client's needs.
- Provide excellent customer service.
- In charge of opening and closing store and keeping count of incoming and outgoing money for the store.

SALES CONSULTANT

Best Buy

2009-2012

- Support sales strategies in partnership with Sales Managers to achieve operating results, growth, objectives, and financial performance goals.
- Build complete and connected solutions while maintaining a balance of high velocity and high service.
- Educate customers on computer products, devices, and services.

EDUCATION

WAKE TECHNICAL COMMUNITY COLLEGE

A.A.S in Web Development-Set to graduate Spring of 2022

Real Estate License