

Dae' Stanii Spackman



STUDENT

Contact

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Address

7891 S 5030 W
West Jordan, UT 84081

Education

Salt Lake Community College

Associates of Science

Copper Hills High School

High School Diploma

Expertise

- 65 WPM ; 10-Key KPH 11100
- Customer Service
- Time management
- Organization
- Advanced computer and Microsoft Office skills
- Phone, email, & chat experience
- Detail oriented

Experience

StateFire Feb 2023 - Jul 2023

Receptionist/Admin

- Answer phone calls and complete warm transfers
- Enter data to multiple systems ensuring they are all accurate
- Assist the accounts receivable department with invoicing and payments

Coast Central Credit Union 2022 -2023

Member Services Representative

- Maintain and organize cash drawer
- Complete personal and merchant transactions
- Assist with opening and closing procedures
- Adhere to strict rules and regulations

United Insurance Services, Inc 2020 - 2022

Office Administrator

- Monitor company email, phones, and online chat
- Manage and design email marketing campaigns
- Input customers data and run personal insurance quotes

Certified Fire and Security 2019 - 2020

Administrative Assistant/Accounts Receivable

- Answer incoming phone calls and emails , then directing them accordingly
- Create and distribute invoices, follow up on past due accounts
- Trained new employees

Fairfield Inn and Suites 2017 - 2019

Front End Team Lead

- Assist with group reservations and rooming lists
- Track loss and profit as well as maintaining and managing inventory in market
- Train new employees

Accomplishments

Planet Utah 2018 Award Recipient

Marriott Award of Excellence

I was awarded by nomination from my assistant and general managers due to customer service excellence, my part in organizing volunteer opportunities and a desire to reduce food waste and donate leftover food to shelters.

Reference list available on request