

**Deanna MacPherson**

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**Skills**

- Conversationalist, nice and a good listener
- Organized in time management and detailed oriented
- Customer service skills both in person and on the phone
- Coachable, and has a slight competitive spirit
- Enjoys Multitasking
- Expert sales presentation
- Proficient in formal office tasks such as emailing, typing, filing, and faxing

**Education****Alpha Omega Academy Graduate**

High School Diploma

2012

**Joffery Ballet School**

2013

**Nutmeg Ballet Conservatory**

2014

**Work Experience****Power Home Technologies**

April 2017- Present

Builder Administrator

- Communication with customers
- Scheduling
- Bookkeeping
- Data Entry

**European Wax Center**

March 2015- April 2017

Assistant Manager

- Opening and Closing responsibilities
- Customer service duties such as register operation, moderating information in Millennium, overseeing guest check-in and out, scheduling and confirming reservations.
- Restocking materials, cleaning, and inventory
- Scheduling
- Keeping Track and updated Employee Data
- Managing the Center
- Dealing with Employee and Guest issues

**International Ballet Academy**

2011- June 2016

Children's Ballet/Jazz/Hip Hop Teacher

- Teaching : Ages 3 to 18 years
- Solving issues between students and parents
- Organization for recitals

### **Target**

May 2014- August 2015

Guest Services and Cashier

- Helping Customers with returns
- Opening and Closing Guest Services
- Solving problems
- Organizing the Photo Lab

### **The Nutmeg Ballet Conservatory**

2013- 2014

Office Assistant

- Answering Phone Calls/ Transferring
- Revising Schedules
- Organizing Mail

### **References:**

#### **Power Home Technologies**

Sherita Womack: HR Specialist

[swomack@pht.com](mailto:swomack@pht.com)

919-241-7452 Work

#### **Nanny**

Stephenie Gore: Employer

Phone: (858) 353-2371

#### **European Wax Center**

Shawntay Henry: Manager

Phone: (305) 322-0951

Email: shawntay.henry@waxcenter.com

#### **Target**

Thalia Maldonado: Manager

Phone: (919) 637-2803

#### **International Ballet Academy**

Christina Fanney: Administrative Director

Phone: (919) 303-7200

Email: [christina@ibacary.com](mailto:christina@ibacary.com)