**Tayawnna Major**

674 Third Ave.

West Haven, CT 06516

(413) 885-4615

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**OBJECTIVE**

To obtain a clerical position so I may utilize my skills and talents with a company that offers opportunities for personal and professional growth. I also seek a positive and safe work environment.

**SKILLS**

* Ability to work in a team and/or individually
* Strong organizational skills
* Excellent math skills
* Strong leadership skills
* Great marketing skills
* Excellent communication and customer service skills
* Professional telephone etiquette
* 150 k.s.p.m/50 w.p.m and Familiar with MS Word and PowerPoint 2010
* Proficient with filing systems-

(Organize and establish alphabetical, numerical, geographical, and chronological)

**WORK EXPERIENCE**

Secretary and Advertiser June 2010-September 2010

Chester and Chester Income Tax Service Springfield, MA

Answered phones and relayed messages, scheduled appointments, sorted and filed documents, delivered flyers to the neighborhood, and greeted customers.

Gardener June 2009-September 2009

Gardening the Community Springfield, MA

Cleaned up abandoned lots, planted and harvested fruits and vegetables, grew and picked flowers, cultivated my own plot, served senior citizens, and ran a market.

**EDUCATION**

Office Administration Vocational Training August 2010-August 2011

Westover Job Corps Center Chicopee, MA

General Business and Administration September 2011- present

Holyoke Community College Holyoke, MA

**ACHEIVEMENTS**

* Completed Preparation Program
* Completed Partner’s Program
* Received Kids of Character Award
* Received a full scholarship for a two-week leadership program (Springfield Leaders of Tomorrow)
* Participated in a Vento Education Forum (as a speaker and did a Q&A)
* Participated in National American Miss
* Customer Service Certification
* Leadership Certification
* Power Point Certification
* Word Certification