**Tiffany Hyde**

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**(860) 707-0760**

***OBJECTIVE*:** To obtain a position where I can be utilized and challenged.    
**SKILLS:**  Windows 95, Windows XP, Microsoft Word, Access, Excel, PowerPoint. Highly self-motivated with excellent oral, written communication and detail oriented. A very hard worker and able to learn at a fast pace. Secretary experience. Warehouse experience. Customer Service experience.

***PERSONAL   QUALIFICATIONS***

* 21 years old; 06/20/1990 (birth date); Valid Drivers License
* Eager to try new things; very open-minded
* Talented athletically, was on my high school Track & Field team. and tries to do my best
* Very enthusiastic and accommodating
* Easy to get along with others and likes to have fun
* A hard worker and a fast learner. I always try my hardest when doing a task.

***PROFFESIONAL EXPERIENCE***

* SERVICE AGENT for ENTERPRISE January 2012-Present

Basically we service cars for the customers before they are rented.

* WHEELCHAIR ASSOCIATE for G2 SECURE STAFF                July 2011- Present

           -helps passengers in wheelchairs to and from their gate.

* CUSTOMER SERVICE ASSOCIATE for DELTA                    May 2011-Aug 2011

            - Handled passengers bags. Helped with ticket information in a timely fashion. Helped   
              board the planes. Was a temporary seasonal job.

* FEEDING ASSOCIATE for VALASSIS                                             2011-Present
* Working in a warehouse environment where I sort different flyers into the warehouses machines.
* DISPATCHER for DYCE TRUCKING                                               2009-Present
* This job is Per Diem/mostly over the summer. Here at Dyce I do Contracting, Invoices, Office Duties, Sending Drivers out on Routes, and dealing with Customers.
* Y-US CORPORATION                                                                                     2006
* Was a volunteer here, and the job required making sure that the children were doing the daily task that the director assigned.
* BABYSITTING                                                                                 2006 – Present
* Taking care of children
* I also work as a clerk for my aunt when I go to visit Jamaica, because she owns her own store.

***EDUCATION***

Capital Community College, my attended major is Nursing              Hartford, Connecticut  
**-Currently Still Attending**  
Northwest Catholic High School                                               West Hartford, Connecticut  
**-High School Diploma**