Tasha Schley

20P Dorothy Drive Bloomfield, CT 06002

(860)890-0355 cell or (860)243-2203 home

email: scorp1198@yahoo.com

Professional Experience:

MetroPCS Wireless, East Windsor, CT

Retail Marketing - Sales Associate 2/2011 – 5/2011

 General duties include customer contact, order entry, retrieval and tracking of shipment or store transfers

 Created solutions and ideas to the management on organization strategies to attain annual budget and sales target.

 Trained in client relationship management to retain current and new account holders through integrity, efficient networking, and referrals

NBC Universal, Stamford, CT

Office/Studio Production Assistant Intern 1/2011 – 3/2011

 Assists with administrative duties at the office or on set, including answering phones, arranging travel for guests and ordering supplies and assisting with wardrobe.

 Communicate all updates to the production team and work proficiently in a fast environment

 Provide assistance to Staff Producers, Supervisors, and guest premiering on the Jerry Springer or Steve Wilkos Show

 maintain confidentiality of guest appearances and documentation

Manchester Community College, Manchester, CT

Work Study – Payroll Assistant 8/2006 – 5/2007

 calculate and record hourly wages and awards granted onto Microsoft Excel

 bank reconciliations, filing, and copying of financial statements

 perform timely data entry pertaining to individual employee payroll records and monitor employment changes

 Under the supervision of the Senior Payroll Clerk, ensures that payroll records are administered within legal

 payroll data and reporting are in compliance with Federal, State and Local rules and regulations perform miscellaneous assignments as needed

Education:

Manchester Community Technical College, Manchester, CT 01/2011 - present

Major: Business Administration

Thomas Snell Weaver High School, Hartford, CT graduated 6/2005

References Available upon request