**Sheena Sanford**

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**OBJECTIVE:** To secure a challenging position with a dynamic organization that will utilize my computer knowledge, strong people skills, organizational abilities and provide the opportunity for advancement.

**SUMMARY:** Capable of handling a wide range of office functions and consistently producing top-quality work. Proactive professional success with providing office assistant support to managers. Work effectively in a fast-paced environment and consistently prioritize tasks and meet deadlines. Maintain professionalism at all times and use discretion when handling confidential data. Excellent interpersonal skills, initiative, attention to detail, and follow-through skills.

**WORK EXPERIENCE:**

09/2008 – Current

**(CREC), Hartford, CT**

**Transportation Counselor**

As a Transportation Counselor my duties are as follows: to maintain the order on the bus while the children are being transported. I am also in charge of assisting students on and off of the bus at their proper locations and stops in a safe and orderly manner..

04/2008 – 05/2008

**C & S, Windsor, CT**

**Package Handler (Temporary)**

As a Package Handler, produce had to be packaged and shipped out to other companies around the world. Also on occasions filed and entered invoices into the data base.

10/2006 – 02/2007

**Source One Staffing, Windsor, CT**

**Mail Sorter & Processor (Temporary)**

As a Mail Sorter/Processor, mail was sorted daily by area codes to be shipped out to all over the US, including other parts of the world. On a daily basis, at least twice a day my assistance was needed to enter area codes into the data base to keep track of what packages went out for that day.

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03/2005 - 09/2006

**Mrs. Perry’s Daycare, Hartford, CT**

**Assistant Daycare Provider**

Duties Included caring for children ranging from 3mths to 10 years of age, making sure children were placed safely on their buses, light answering of the phone, preparing a daily log for parents regarding their children’s activity for that day, such as participation or health issues of the day. Maintained confidential health records and updated the children files every few months. Prepared and served lunch. I assisted with the homework of the older children, once they have arrived from school. Set up appointments for new interested parents to meet with the Owner of the daycare.

11/2004 - 01/2005

**Vector, West Hartford, CT**

**Sales Receptionist**

As a Receptionist, responsibilities included answering multiply phone lines, routing calls to the appropriate personnel, assisted other employees with the input of directing customers regarding the current status of their ordering information which included the findings of lost products and missing shipment.

08/2003 - 09/2004

**Dino’s Trucking, East Hartford, CT**

**Receptionist, (Temporary)**

Duties included answering telephone inquires from a variety of businesses requesting the pickup of vehicles that were improperly parked. Entered and retrieved data from the data base with the use of Microsoft Excel. Maintained and recorded customers files according to the established procedures. A CB was also used to let the drivers of the trucks know the various information and location of the vehicle for pick up.

07/2002 - 11/2002

**Avenue Department Store, Vernon, CT**

**Cashier**

As a Cashier, my duties included greeting customers as they entered the store, rang up customers and employee purchases, hanging up stock and the redesigning of the store once new items arrived, assisted customers with the fitting of clothing and shoes. Maintained bank records after the depositing of all purchases of the previous day. At the end of each month bank statements were entered regarding day to day purchase information into the store data base to the processing center for approval of numbers. On occasions I assisted the manager with the closing of the store.

**COMPUTER SKILLS:**

Microsoft Windows Microsoft Word Microsoft Excel

References Available Upon Request