

Deandra Wilson
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Objective: To obtain full time job and to gain experience in my current major in Business Management.

Professional Experience

Adecco/BB&T, Greenville SC (11/14-4/15)
Customer Service Representative

- Respond to an average of 75 clients per day
- Service clients mortgages
- Fax, email, and respond to clients request in timely manor
- Process payments, payoffs and stop payments

TD Bank, Greenville SC (05/13-10/14)
Banking Specialist

- Respond to an average of 75 customer inquiries per day
- Assist in the selling and completion of new account process
- Issue messages and resolve problems to increase customer satisfaction
- Process account balance, transfer requests, and stop payment orders
- Review and enter reports for disputed transactions

Shoe Carnival, Greenville SC (03/12-08/12)
Sales Lead

- Assist customers in selecting products and services
- Organized and supervised sales team to exceed goals
- Scheduled and trained new workers
- Executed administrative functions such as scheduling

The Peddler Steak House, Greenville, SC (08/09-02/12)
Hostess

- Monitor open dining sections of the restaurant
- Answered the phone and booked reservations to ensure guest satisfaction
- Greet and welcome arriving guest as they arrive at the restaurant
- Monitored guest list as customers arrive

Education
Greenville Technical College
Business Management (2015-present)

Spartanburg Community College, Spartanburg SC
Computer Information Systems (2012-2013)

USC Upstate, Spartanburg SC
Pre-Med (2010-2012)

Greenville High School, Greenville SC
High School Diploma 05/06-05/10

Volunteer Work:

- Greenville Mental Health (01/10-06/10)
- Greenville Rescue Mission (06/06-08/06)

Skills: Advanced at MS Office (Classes in Advanced Computer Technology and Advanced Microcomputer Technology), certified in CPR and First Aid, Customer Service, Banking skills

References:

- Stephanean Jones- Administrative Assistant-Mountain View Baptist Church – 864-419-5002
- Ruby White- Courtyard Marriot Front Desk Supervisor-864-908-2388
- Maurika McMahan- Case Worker, Department of Social Services-864-371-9381