

DAZZMINE BAILEY

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PROFESSIONAL SUMMARY

Administrative professional offering excellent communication and computer skills. Meets deadlines and works with high level of multicultural awareness and adaptability.

ADMINISTRATIVE SKILLS

45 WPM Typing Speed
Professional Phone Etiquette
Excellent Written and Verbal Communication Skills
Extensive Customer Service Experience
Microsoft Office
Filing, Faxing, Mailing, Copying

Creating Reports
Works well under pressure
Organizational Skills
Thorough Decision Making
Spreadsheet Management
Record Management
Work Keys Certificate-Silver

EDUCATION

VIRGINIA COLLEGE, GREENVILLE, SC

ASSOCIATE OF SCIENCE: OFFICE ADMINISTRATION, 2013

Externship/Office Administration:2011

Pleasant Valley Connection-Greenville, SC

Ensured each patient file was complete with medical history, authorized visitors, and all patient information

Filed paperwork, entered data in Microsoft Word and Excel, and answered telephones

Prepared outgoing mail and received incoming mail

WORK HISTORY

WAREHOUSE ASSOCIATE MOLNLYCKE HEALTHCARE- ANDERSON, SC

07/2015 TO 10/2015

Use of RF Scanner to determine what product was needed and the quantity

Unload Glove trucks and place product onto pallets

Pick and pack sample orders for UPS and FedEx

Pull truck orders when necessary and get product shrink wrapped for departure via truck

Produce labels and packing list for UPS product

Label product marked for Export and apply labels in the appropriate location

Pick and pack freezer orders when necessary and produce labels

AMAZON E-COMMERCE SPECIALIST BREAKOUT BRAS-GREENVILLE, SC

09/2014 TO 06/2015

Analyze invoices that were on product and inventory, make sure the information was correct

Enter and Organize data into Excel as a spreadsheet

Tag onto product listings from competitors utilizing ASIN, Barcode or Broad Search Terms

Print shipping labels, manage shipments

Product research, Inventory management

Shipping of the product needed for Amazon customers

Receiving of new product and inventory as it comes in

LEAD QUALITY AUDITOR LUMBEE ENTERPRISES-GREER, SC

09/2012 TO 05/2014

Complete paperwork associated with work order books, make sure work order books are up to date and pictures are current

Help 50-75 associates under assistance/control with compliance of work instructions

Inspect quality of product, record any defects on inspection sheet, maintain functionality of parts being inspected

Received and correctly processed both written and verbal instructions, prints and work orders

Verified part numbers and placed parts in appropriate shipping containers

Recognized and reported defective material and equipment to shift supervisor

ASSEMBLER CONFLUENCE WATERSPORTS-GREENVILLE, SC

01/2011 TO 08/2011

Assembled kayaks and canoes within two person team to complete at least 24 kayaks and canoes per shift

Inspect product for defaults and return to appropriate site as necessary

Obtained appropriate tooling and fixtures

Recognized and reported defective material and equipment to shift supervisor

Executed entire assembly process by accurately interpreting set-up sheets, work orders, drawings or blueprints

Planned and paced work efficiently in order to meet daily, weekly, project or production goals

Installed protective devices such as bracing, padding, or strapping to prevent shifting or damage during shipping

Correctly and safely used variety of hand tools, saws and cutting equipment to carry out job duties

RETAIL CUSTOMER SERVICE NICOLE'S-MAULDIN, SC

11/2009 TO 09/2010

Answered average of 150 calls per day by addressing customer inquiries, solving problems and providing new product information

Greeted customers entering store to ascertain what each customer wanted or needed

Described product to customers and accurately explained details and care of merchandise

Politely assisted customers in person and via telephone

Served as main liaison between customers, management and sales team

Managed wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently

Provided ongoing guest service, including giving fashion advice

RETAIL CUSTOMER SERVICE SPARTANBURG HUMANE SOCIETY-SPARTANBURG, SC

05/2008 TO 01/2009

Politely assisted customers in person and via telephone

Developed reputation as efficient service provider with high levels of accuracy

Investigated and resolved customer inquiries and complaints in timely and empathetic manner

Managed wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently

Directed calls to appropriate individuals and departments

Monitored cash drawers in multiple checkout stations to ensure adequate cash supply

Assisted customers with adoption of new pets

Consulted with new pet owner regarding proper care of adopted pet

Maintained confidentiality of customer records and accounts

LEAD PACKER KNIGHTS APPAREL-SPARTANBURG, SC

05/2007 TO 12/2007

Loaded and unloaded pieces into boxes for shipment

Moved freight, stock and other materials to and from storage and production areas and loading docks

Received, stored and shipped goods and materials

Unloaded cargo from truck with hand trucks and pallet jacks

Operated PC and RF-based computer systems with high level of accuracy

Swept floors and stored equipment at end of each shift

Recorded numbers of units handled and moved using daily production sheets and work tickets