Dakkariah Doss

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# Objective

Entry-level professional with an interest in building a customer service career, looking for a position where I can enhance my problem-solving and [communication skills](https://www.indeed.com/career-advice/resumes-cover-letters/communication-skills) by helping customers resolve company-related issue.

# Education

## High School Diploma | 06/23 | Chicago high school for the ART (charter)

* Major: Psychology
* Minor: Ballet
* Related coursework; Understanding others point of view, studying the human mindset with genders.

## Bachlor | Still Attended | Alabama Agricultural & Mechanical University

* Major: Psychology
* Minor: Social Worker
* Related coursework: Click here to enter text

# Skills & Abilities

## Management

* Working remote and handle phone services, customer services, and different types of customer

## Sales

* Pinching different types of dances to the team for we can come together and with different type of competition all over Chicago.
* Helping market the business for clients to get their taxes prepare.

## Communication

* Communicate with coach on how we need to approve the exercise and other material we need.
* Communicate with the team on what motion we can take on to win dance shows.

## Leadership

* Dance Captain on my school dance team. Making sure the girl have all clothing and dance item available
* Showing leadership in helping the girl with dances that need to be done
* Getting with the team and working late too much sure we are the best.

# Experience

## Customer Service/Recepionist | Gj TAx & Bookeeping Services | June 2023-September 2023

* Answer phone
* Setting appointment
* Making sure schedule are correct
* Making sure calendars are up to date
* Speaking with different client and getting their information correctly in the system for their taxes will be prepare
* Filing documents in the right folder in the computer system
* Email different clients their appointment time