

Shareen H Bailey

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[Shareen Bailey](#) | [LinkedIn](#)

EDUCATION

W.P. Carey School of Business, Arizona State University

August 2019 – Present

Bachelor of Science, Computer Information Systems

GPA: 3.66

PROFESSIONAL EXPERIENCE

Cashier/Clerk/Floral Clerk, AJ's Fine Foods, Phoenix, AZ

January 2022 – Present

- Learn from a culturally diverse crew, navigating around language and social barriers to serve our customers and enable teamwork
- Communicate with management and various teams to target daily store needs and evaluate customer requests
- Monitor and report department sales, reordering merchandise depending on item sales metrics and expiration dates

Courtesy Clerk/ Night Crew/Floral Clerk, Fry's Food and Drug Stores, Phoenix, AZ December 2020 – January 2022

- Participated with cashiers and other clerks to prioritize customer experience, needs, and safety
- Organized store after closing, collaborating with night crew to clean and return items to proper shelves to maximize store safety and organization
- Collaborated with disabled customers and coworkers, helping crew learn how to navigate working with a diverse crew and customers to ensure inclusion and satisfaction

Crew/Cashier/Certified Trainer, Chipotle Mexican Grill, Cityscape, Phoenix, AZ August 2019 – September 2020

- Trained and mentored new employees by engaging with customers and teaching use of all equipment to enhance technical capabilities
- Generated a smooth and fast paced environment by monitoring and facilitating throughput during busy hours, increasing sales and customer satisfaction

SKILLS & CERTIFICATIONS

Technical Skills: Microsoft Excel, Microsoft Visio, SQL, Python, Java

Soft Skills: Communication, Leadership, Teamwork, Interpersonal Skills, Willingness to Learn

Certificates: Information Security Awareness, Fortinet Training Institute (February 2023)

RELEVANT COURSES

Small Group Communications

Business Law & Ethics for Managers

Cyber Risk Management

Principles of Management and Leadership

Business Database Systems

Marketing & Business Performance

Problem Solving & Actionable Analytics

Business Database Systems

Intro to Information Systems

Object-Oriented Programming and Data Structures

Applied Ethics

Business Writing

Principles of Programming

HONORS

Walter Cronkite School of Journalism Dean's List: Fall 2019, Spring 2020

Ira A Fulton School of Engineering Dean's List: Fall 2020, Spring 2021