

Tara Clay

1219 Browns Crossroads Rd. Staley, NC 27355

Phone: 336-709-6847 E-Mail: jtara95@gmail.com

Career Overview

Striving to obtain a rewarding career where I can utilize acquired skills and experience to be a star employee.

Experience

Association Management Group - Administrator 1/2018 -5/2019

Responsible for answering and transferring phone calls; greeting customers and vendors; receiving and distributing mail/packages; scanning and filing invoices; running various weekly and monthly reports; filtering company emails; creating and assigning tickets; took initiative to run and manage new software; manage and troubleshoot resident portal; trained employees on new software. Started as front desk reception and ended as administrator of new software.

Harris Teeter - Deli Clerk/Self Check out 5/2016 - 8/2016 & 10/2017 - 12/2017

Responsible for selling and up-selling deli products; prepping and stocking fresh foods; opening and closing duties for fresh foods; 3rd shift self check out clerk.

Williams Electronic Billing - Billing Specialist/Receptionist 10/2016 - 10/2017

Responsible for answering and transferring phone calls; greeting customers and vendors; receiving and distributing mail/packages; coding patients bills; contacting/billing insurance companies; data entry.

Arby's of Greensboro, NC – Shift Manager 4/2014 - 10/2016

Responsible for restaurant operations; assist with employee scheduling; take inventory of food and supplies, contact vendors and distributors to order products; verify that orders are fulfilled correctly, and provide customer service to ensure that guests have a pleasant dining experience.

Service/Volunteer Experience

Purpose House 2012 – Present

Direct children's ministry, assists in multiple annual outreach events, and provides assistance to the audio/video team.

16 Cent Ministry 2011 – 2013

Directed a weekly children's bible study group.

Kopper Top Life Learning Center 2010 – 2012

Provided therapeutic services to promote physical, cognitive, emotional, and psychological development in special needs children.

Family Career Community Leaders of America 2010 – 2013

Interned at child care organizations, elementary schools, and assisted in coordinating fun activities in nursing facilities during the holidays. Served as president of this school club during senior year.

Education

University of North Carolina at Greensboro 8/2013 – 5/2014

Studied Elementary Education

Southeast Guilford 8/2009 – 5/2013

General Diploma

Skills

- Management
- Leadership
- Customer Service
- Administrative
- Organizational
- Computer