

Shy Davis

Hannibal, MO

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WORK EXPERIENCE

Receptionist

Vector Marketing - Hannibal, MO - May 2014 to June 2014

Responsibilities

Inspired people in surrounding communities to better their lives, by offering them jobs through personal recruiting . Positions in entry level sales and customer service with a short training program. My main duties were to get people in the door, by operating phone lines and computer systems simultaneously, greeting visitors, assisting manager, operating office supplies , working with co workers .

Accomplishments

This job gave life to my communication skills! I'm now a lot more assertive when necessary , I am able to work through problems constructively while dividing my attend else where when needed .

Skills Used

communication
Customer service
Multi tasking
Marketing
Reception
Computer
Adaptation

Receptionist

Levering Regional Health Care Facility - Hannibal, MO - November 2013 to May 2014

Responsibilities

Working with residents , assisting them in any way possible. Acting as a gate keeper, entering codes for elevators, ect. Operating switch board , office supplies, Monitoring designated areas, Giving hourly reports to management , securing areas, checking residents in and out of facility, ect.

Accomplishments

I learned tolerance and patients when working with others. Furthing my compassion for others. An identity for my own beliefs.

Skills Used

communication
Multitasking
Computer system
Phone system

Housekeeping

Americas Best Value Inn - Hannibal, MO - February 2013 to November 2013

Responsibilities

Met company cleaning standard
Laundry
Met company room standard
Assisted guests when necessary

Clerk

Americas Best Value Inn - Hannibal, MO - February 2013 to October 2013

Responsibilities

Multitasked through several tasks simultaneously throughout whole shifts . Tasks are listed below.

Communicating with customers effectively , meeting their needs efficiently at all times
Giving oversight of property
Showing up most hospitality to guests
Operating phone system
Operating office machinery
Operating computer system
Operating cash register
Handling money
Writing receipts when necessary
Making daily reports for company/ owner's records
Making schedules
Making customer identification records
Working close with management
Meeting management and owners qualification of staff

Accomplishments

Gave me the ambition to work towards furthering my education to benefit my life

Skills Used

Multitasking
Communication
Hospitality

EDUCATION

General in General

Hannibal High School - Hannibal, MO
2009 to 2012

SKILLS

web page design , business management , marketing, personal finance, medical terminology, medical math,
medical skills, medical pathophysiology