

Cherizme McIntyre

Montgomery, AL
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To pursue a career in an organization, where I can utilize my skills and knowledge for the advancement of the company.

WORK EXPERIENCE

Teacher Aide

Hansel and Gretel Daycare - Montgomery, AL - May 2014 to Present

Responsibilities

Assist teachers with daily routine.

Skills Used

Helping children with daily activities. Assisting them to the restroom for potty training and other needs.

Leasing Consultant

Aronov (Vaughn Lakes Apartments) - Montgomery, AL - May 2014 to Present

Responsibilities

Assist with residents on the property, apartment placements, handle rent collection, and apartment inspection.

Skills Used

- Excellent Organizational Skills
- Strong Customer Relations Skills
- Computer Proficiency
- Data Entry
- Telephone Answering
- Word Processing and Typing
- 10-Key Calculator
- Filing
- Computer: Microsoft Word, Microsoft PowerPoint, Microsoft Publisher

Clerical

Montgomery County DHR - Montgomery, AL - July 2013 to January 2014

Responsibilities

Collect, date stamp incoming mail

Retrieve and file folders and documents

Sort documents and files in numerical order for filing

Escort noncustodial/custodial parent walk-in office visitors through secured entrance for jail purge payments or other related transactions.

Assist supervisors and caseworkers with file maintenance related functions; such as, making copies, delivering files, and other related job duties

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Production Worker

Building and driving Hyundai cars - Montgomery, AL - August 2012 to December 2012

Aerotek (Hyundai)

Production

Assembly line

Aug. 2012- Dec. 2012

Workforce Walker Personnel

Production

Driving and assembly line work

Mar. 2013- Present

HONORS:

Volleyball, Athletic Achiever Award, HOSA

SUMMARY:

I am a very hard and independent worker who will go beyond to make sure the job is done.

Cashier

Zaxby's Restaurant - Montgomery, AL - March 2009 to September 2009

Received and passed orders, completed drive-thru and janitorial tasks

EDUCATION

Psychology

Troy University Montgomery - Montgomery, AL

2013 to 2015

Jefferson Davis High School - Montgomery, AL

2009 to 2011