

# ***Philipia P. Bracy***

7055 Bonnie Apt 142  
Westland, MI 48185

Cell Phone: (734) 552-8595

Email: philipiabracy@gmail.com

---

**Objective** To contribute exceptional sales and account management position that will utilize my analytical and communication skills as a hard working and dependable person throughout the sales environment.

**Education** **King College** (North Carolina) 1993-1995  
*English Major*  
Degree in Progress

**Cooley High School** (Detroit, MI) 1988-1992  
*General Studies*  
Graduated June 1992  
G.P.A. 3.6/4.0

**Skills** MS Office (Word, Excel, Outlook, PowerPoint)  
Search and Internet Browsing  
Typing Skills: 35 WPM

**Employment** **Wonder Hostess** (Detroit, MI) Oct 2001 - Nov 2012  
*Sales Representative*

- Developed ongoing customer relationships while enhancing future sales prospects.
- Provide help to customers and personal assistance to new/existing customers.
- Sold merchandise and handled cash transactions.
- Proficiency in using hand held scanning devices for collecting and transmitting data.
- Performed pre-trip and scheduled inspections and maintaining all required logs and reports, while keeping up to date information on all industry and traffic laws and relations.
- Helped with inventory control and light maintenance on machines.

**Detroit Edison, DTE** (Detroit, MI) Jan 2004 - Oct 2006  
*Collections Agent*

- Excellent customer service and performed daily tasks at work.
- Collected money from customers in order to maintain service.
- Restored services for customers to keep an active account with DTE.

**United States Postal Service** (Detroit, MI) Nov 2006- Dec 2006  
*Casual Help*

- Worked in the mail distribution area and loading delivery trucks for efficient mail services.
- Sorted mail packages according to zip codes.

