

Sheila Yarbrough

Dependent Bright and Loyal Person.

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Seeking a challenging position with a business where I can utilize my excellent customer service and research skills. I have excellent experiences while working with a team and also independently. I desire a position with the opportunity to grow both professionally and personally in an interesting environment. I am enthusiastic and highly motivated with a great personality.

Authorized to work in the US for any employer

WORK EXPERIENCE

Sheila's Catering (self made business)

Sheila's Catering - West Palm Beach, FL - 2012-05 - Present

Responsibilities

Cook breakfast or lunch for my local West palm beach people.

Accomplishments

It's a great pt business I do, I meet wonderful people and make a little side money

Skills Used

Cook, clean, learned food temperature, great social skills and patience.

Clean, cook

AAA Personal Services, CO - Denver, CO - 2005 - Present

Cook, clean and care for elderly

Run errands for clients if needed.

Aircraft Appearance Agent

Frontier Airlines - Denver, CO - 2007-09 - 2011-07

We clean the cabin if the plane and secure that the plane is safe for the next flight. We check all aircraft compartments for potential threats to our customers safety during flight.

Temporary Contractor

Pinpoint Staffing - Denver, CO - 2004-02 - 2007-09

Various office and administrative assignments to include customer service, scanning, data entry, order entry, general clerical and reception, Customer Service in a call Center.

Temporary Contractor

Hospitalities Personal Services - Denver, CO - 2003-11 - 2006-10

catering many personal parties, weddings, company picnics, religious parties, serving food and beverages to different kind's people with special needs.

Server/Bartender

Radisson Hotel - Denver, CO - 2003-06 - 2003-08

Mostly worked morning service serving breakfast in the restaurant and some evening shifts in the bar area.

Assistant Laboratory Technician

UniPath Labs - Denver, CO - 2002-01 - 2003-06

Worked in the lab, assisting Lab technicians with slides and sending slides to the Pathologist on or off site locations.

11//99-04//01 and 05//92-03/94 Janus Mutual Funds -Austin, TX

(Investor Operations Customer Service Representative) Lead Quality Representative and Fulfillment Representative. Quality check all account information for typographical errors.

EDUCATION

Business

Bartending Academy of Denver - Austin, TX

1996 - 1996

Arapahoe Community College

1995 - 1995

East High School

1984 - 1988

John Casablanca School of Art

1982 - 1982

ADDITIONAL INFORMATION

Skills

Customer Service Sales

10-Key Data entry

Filing Researching Assurance

New and existing account processing Quality Assurance

Web Intelligence Experience Administration Function Training

Bank Account Balancing Strong Math Skills

Cash Handling

Summary of Highlights and Accomplishments

Experience in helping internal/external customers in problem solving.

Supportive team worker, committed, responsible and does more than expected.

Able to prioritize workload and meet deadlines.

Highly dependable, punctual, efficient and highly motivated.

Accurately processed debits and credits from shareholders bank accounts to fund accounts meeting company standards.