

Davey Wheeling

Dietary Aide - Ag Rhodes/Morrison Cafeteria

Decatur, GA

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Seeking a position in a small to mid-sized business. A Team player and who is quick to take on any type of task regardless of position. Enjoys a good work environment and can work well with others, and who has excellent communication skills.

WORK EXPERIENCE

Dietary Aide

Ag Rhodes/Morrison Cafeteria - Atlanta, GA - November 2005 to March 2014

Administrative Assistant

Uplifting The Community - February 2013 to February 2013

Feb 2013-

Food service worker

McDonalds - Atlanta, GA - 2004 to 2005

Produce/Deli Clerk

Kroger - Roswell, GA - 2003 to 2004

EDUCATION

Accounting Technology

Brown Mackie College - Atlanta, GA

2010 to 2013

ADDITIONAL INFORMATION

QUALIFICATIONS

Accounting Technology

- Generally accepted accounting practices and principles
- Public agency budgeting practices and principles
- Compile monthly financial reports and prepare invoices for clients
- Experienced with computer applications related to accounting through QuickBooks Pro.

Customer Service

- 8 Years of combined customer service with excellent employment history
- Acquired exceptional customer service skill when having to deal with different varieties of customers and dealing with certain situations.
- Developed the skills needed for being able to give the customers what they need and responding to it with the utmost precision.

Training assistant

- Reviewed procedures for each position and helped guide the trainee in the process

- Arranged different methods to train the trainees to better handle working under stressful conditions.
- Educated the trainee about procedures from the handbook and taught them in that manner.

Administrative/Office Assistant

- Assist in scheduling office personnel, work assignments, or other duties as assigned.
- Assist the business office staff with administrative functions
- Maintain confidentiality of all pertinent resident care information to assure resident rights are protected.
- Schedules and maintains calendar for meetings and/or appointments.
- Maintains records through filing, retrieval, retention, storage, coding, updating and destruction.
- Types and proofreads routine correspondence and documents and performs data entry as needed.
- Performs other related duties as necessary such as sending faxes, performing task in Microsoft Excel, and also filling in as a receptionist.