SHEREEN DALEY-EDWARDS

75 OLIVE PARK

SANTA CRUZ, ST. ELIZABETH

TEL:876-829-6796

EMAIL: Sasha4henry*@yahoo.com*

**PROFILE:** A pleasant, professional and proficient individual that has a long track record of ensuring things run smoothly behind the scenes of any given task. I am an effective team member who has the ability to meet deadlines and ensure that the highest standards of Office organization are maintained at all times. I have a methodical and thorough approach to work, and will go out of her way to maintain an enjoyable and clean working environment. I have experience of working with the general public, both face-to-face and over the telephone and is someone who will always go that extra mile to get things done. I am looking to work for a company that offers excellent opportunities for personal and professional development.

**KEY SKILLS AND COMPETENCIES**  
  
**Administrator Skills**

**Well organized, and be able to prioritize work in an efficient manner.**

**Providing high quality Customer Service.**

**Good level of numeracy.**

**Good at juggling tasks and prioritizing.**

**Impeccable telephone manners.**

**Personal**

**Calm and composed under pressure and able to work to tight deadlines.**

**Ability to work within a busy and demanding team environment.**

**Able to work with minimum amount of supervision and on own initiative.**

**Working Experience: Cashier, Best Price Minimart (November 2019- Present)**

Duties include: cashing, making orders, balancing cash register,etc

**Housekeeping;, Hotel Iroquois, (**June 2019- November 2019)

Duties Involved: Created Time table for room operation, solving guest inquires, etc.

**I watch Solution and Technology**, (September 2015 – January 2017) Contract Customer Service Representative

**Housekeeping Supervisor,** Brass Lantern Inn, Nantucket, M.A. 02554 (2015 & 2016)

Head Housekeeper. Laundry. Front desk agent

Duties Involved: Created Time table for room operation, making reservations, solving guest inquires, etc.

**Front Desk Agent,** Brass Lantern Inn, Nantucket, M.A. 02554 (2015)

Duties Involved: Creating time table for room operation, making reservations, etc.

***Short Order Cook:*** *The Muse Nantucket, MA. USA. (June - November. 2014& 2015*)

Duties Involved: Took customer orders. Prepared pizza, salads, sandwiches etc. Carried out cashiering duties

***Short Order Cook:*** *The Muse Nantucket, MA. USA. (June - November. 2012 & 2013*)

Duties Involved: Took customer orders. Cashed Patrons, Prepared pizza, salads, sandwiches etc. assist with the sanitization of the work environs.

**Housecleaning Crew Member** – Nantucket Cleaning Company June 2012 – November 2012

***Server:*** *Joan’s Fast Food Restaurant St. Elizabeth Jamaica (November 2011 – April 2012)*

Duties Involved: Prepared different food on the daily menu. Collected cash, Sanitized of the work environs.

***Crew Member****: McDonald s, Ellsworth, Maine USA. (July –September 2010)*

Duties Involved: Prepared of sandwiches. Carried out cashiering duties Provided superb customer service.

***Assistant House Keeper:*** *The New Ramada Hotel. (July – September 2010)*

Duties Involved: Housekeeping, Laundry, Front desk agent

**Summer Employment**:

*Snow Mountain Ranch, Denver Colorado USA. (July – September 2010*)

Duties Involved: Housekeeping. Laundry. Front desk agent.

***The Ministry of Industry Investment & Commerce*** *(June – July 2010)*

Duties Involved: (Internship)

***The Comfort Inn: Ellsworth Maine USA.*** *(May – September 2009)*

Duties Involved: Housekeeping and doing laundry

**Cable & Wireless Kingston JA**.: (June – July 2007)

Duties Involved: Made appointment with customers and followed up to ensure that appointment is kept and assisted with the dispatching of technician/ contractor.

***MPM Waste Management LTD. Kingston*** *JA. (July – November 2007)*

Duties Involved: Filed daily reports and data entry

***Reggae Times Magazine Kingston JA.*** *(July – December 2006)*

Duties Involved: filed of documents and data entry

***Cable & Wireless Kingston*** *JA (July – August 2003)*

Duties Involved: Filed documents and data

**Education University of the West Indies (2010)**

BSc. Public Sector Management

**Paralegal Institute of Jamaica (2005-2006)**

Certificate in Paralegal Studies

St. Catherine High School

7 CXC passes

**References** Michelle Langlois

Proprietor Brass Lantern Inn

617-513-1122

Donnett Ward

Short Order Cook (The Muse)

646-875-0038