

WELCOME TO MY JOURNEY OF LIFE

Tamela E. Edwards

ALL ABOUT ME....

- I am a Senior at Kennesaw State University with an expected graduation date of May 2011. I am pursuing a B.S. in Psychology.
- My current occupation is being a MOM.
- I enjoy spending time caring for my son, and watching him grow into a bright little man.

ALL ABOUT RICHARD....











MY FUTURE GOALS

- Is to go into the field of psychology and work with children that have behavioral and developmental disabilities.
- I also planned to start my own school and curriculum that would help these children educationally and prepare them functionally for society.

MY EXPERIENCE ...

With Children

- Preschool Teacher Assistant
 - Have excellent communication skills to deliver and present learning effectively
 - Can create an enthusiastic environment and make learning a happy journey among children
 - Have creative and imaginative blend which helps in delivering lessons in a practical and interesting manner
 - Have a caring attitude to attend to parents and children's needs and concern in time.

MY EXPERIENCE

With Cliental

- Cashier
 - Developed and received rewards for excellent customer service
 - Greeted customers, answered questions and provided directions
 - Increased customer satisfaction by informing customers on discounts and sales
 - Effectively communicated information, policies, and/ or procedures in a manner easily understood by the customer
 - Informed supervisor of all safety hazards and cleaned restrooms, swept, mopped floors, disposed of litter and debris when needed

MY EXPERIENCE....

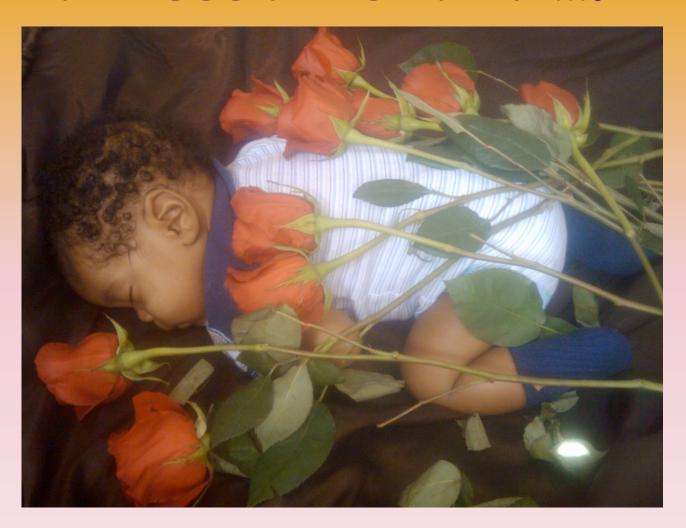
In Management

- Administrative Assistant / Clerical Assistant
 - Managed office documentation
 - Trained new hires
 - Assisted supervisor with special projects
 - Arrange conferences calls and meeting
 - Maintained confidentiality of records and information
 - Process client files and schedule appointments
 - Maintain/run office in managers/owners absence

MY QUALIFICATIONS....

- Work well without supervision
- Ability to prioritize and remain focused on the essence of an issue
- Excellent with customer support services
- Skilled at learning new concepts quickly while working well under pressure
- Conflict Resolution Training
- Microsoft Office Professionals: WORD, EXCEL, POWERPOINT, ACCESS,
- Excellent communication skills: written and oral, Customer Service skills

MY ACCOMPLISHMENT....



BEING MOMIIII