
DYERRA RANSOME

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PROFESSIONAL SUMMARY

Reliable and enthusiastic Receptionist and Lead Teacher offering 3+ years of experience in office and classroom environments.

Personable and energetic Receptionist committed to delivering excellence in all facets of customer service and administrative support. Offers honed competencies in data-entry, database management, and scheduling.

Focused and dependable Cashier, Teacher and Receptionist with proven track record in new employee training initiatives, document control, and planning activities related to travel and events coordination. Recognized for outstanding interpersonal, client and professional communication abilities.

SKILLS

- Conflict resolution
- Shorthand writing
- Database administration
- Memorization and recall
- Customer service
- Organization skills
- Travel planning
- Security awareness
- Punctual
- Personable and outgoing
- Transcription and dictation
- Customer-service oriented
- Telephone skills
- Documentation and reporting
- Correspondence distribution
- Customer/Client relations
- Attention to detail
- Time management
- High efficiency
- Customer and client relations

- G Suite knowledgeable
- Professional demeanor
- Multi-line telephone systems
- Verbal and written communication
- Multitasking strengths
- Inventory management

WORK HISTORY

Cashier, 10/2016 to 02/2017

The fresh grocerv – Upper Darby, PA

- Received customer payments.
- Moved new inventory to sales floor and arranged on shelves or other displays in an attractive manner.
- Responded to customer requests and directed to merchandise.
- Collected and stored coupons.
- Processed customer returns.
- Ran cash register at busy [Type] establishment.
- Notified management of security, vandalism and theft concerns.
- Created attractive displays to promote items.
- Greeted customers promptly.
- Kept work areas clean, neat and organized for maximum productivity.
- Completed purchases using Point of Sale systems.
- Directed customers to store locations.
- Described products and services in detail.
- Assisted on sales floor as needed to maintain service standards.
- Assisted customers in selecting items based on needs.
- Trained new cashiers on procedures, customer service and sales techniques.
- Totaled bills and calculated taxes.
- Educated customers about the brand to incite excitement about the company's mission and values.
- Alerted customers to upcoming sales events and promotions.
- Recommended merchandise to customers based on their needs and preferences.
- Completed all daily tasks and special assignments with an efficient and quality-driven approach.

Lead Teacher, summer camp teacher, receptionist, cash handler and assistant., 02/2015 to Current

Woodlyn Academy – Chester, PA

- Provided an open and loving environment where children could express themselves and direct their own learning.

- Reviewed facility environment, removed concerns and optimized for children's safety.
- Administered assessments for each child and tracked results.
- Improved academic performance by diversifying teaching techniques.
- Planned and prepared activities for [age] students.
- Motivated teaching staff to continually improve strategies and maximize student learning.
- Completed documentation on individual children and teachers for recordkeeping.
- Adopted technological advancements that engaged and empowered children.
- Established guidelines for teacher performance, lesson planning and compliance with established procedures.
- Followed [type] learning strategies.
- Answered inquiries and addressed, resolved or escalated issues to management personnel to ensure client satisfaction.
- Assessed students for special needs such as [Type] and [Type] and referred them to the appropriate services.
- Oversee inventory activities, including materials monitoring, ordering or requisition, and supply stocking or re-stocking.
- Maintained a schedule of [Number] [Type] class per week.
- Fostered meaningful relationships among students through student field-trip retreats and team-work community service projects.
- Corresponded with clients through email, telephone or postal mail.
- Offered constructive feedback to minors under care regarding specific actions, behaviors and words.

Receptionist, 02/2015 to Current

Woodlyn Academy – Chester, PA

- Greeted customers and visitors in-person and via telephone calls.
- Provided clerical support to company employees, including copying, faxing and file management.
- Monitored premises security, screened visitors, updated logs and issued passes.
- Corresponded with clients through email, telephone or postal mail.

EDUCATION

2017

Penn Wood High School - Lansdowne, PA

High School Diploma: Education , Current

Delaware County Community College - Media, PA