

Tiasheema Scott

RESIDENT ADVISOR - SALVATION ARMY RED SHIELD FAMILY SHELTER

Philadelphia, PA 19140

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To obtain a position with in a company where I can contribute my professional training and related experience.

Authorized to work in the US for any employer

Work Experience

RESIDENT ADVISOR

SALVATION ARMY RED SHIELD FAMILY SHELTER

March 2016 to Present

- Responsible for assisting residents with daily needs and supplies as well as information
- Provide after hour intake services for incoming homeless families and individuals
- Responsible for documentation of all occurrences on shift
- Managed house for the building to ensure safe environment for all residents

SHIFT SUPERVISOR

DUNKIN DONUTS

April 2014 to May 2016

- Provided customer service training to all new & inexperienced staff members
- Responsible for scheduling of all employees
- Supported front line staff
- In charge of ordering supplies & products

TEAM LEADER/CASHIER

CHECKERS/RALLY'S

September 2012 to April 2014

- Process cash and credit transactions
- Responsible for employee payroll and timekeeping
- Managed bank deposits and drop-offs
- Organized store product reports and shipping orders

Education

DIPLOMA in Computer Science

ABRAHAM LINCOLN HIGH SCHOOL

September 2009 to June 2013

Skills

Microsoft Office