Tamia L. Turner

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# Summary

Friendly and organized individual with experience functioning in a fast-paced environment. Significant communication and organizational skills along with a passion for helping people.

# Education

## High School diploma | June 2004 | Mumford High school

## endorsed high school diploma in general studies

# Skills and Abilities

* Customer Service
* Telephone Etiquette
* Multitasking
* Data Entry
* Records Management
* Technology Savvy

# Experience

## Special Education paraprofessional | detroit public schools community district | 10/2014 – 09/2020

* Ensured a sanitary area for students and classroom staff.
* Photocopied, printed, and distributed student take home packets.
* Maintained student information and for school database.
* Tracked student’s yearly progress and entered data into State Medicaid system.

## In Seat runner | Delaware north companies at comerica park | 5/2011 – 11/2012

* Delivered food and beverage orders from the kitchen to the guests in a timely and efficient manner.
* Carried trays with food between the concession stand and seating area.
* Cleaned and wiped down work area and carts at the end of the event/shift.

**SALES ASSOCIATE/CASHIER**  | **ANNA’S LINENS, DEARBORN, MI**  | **2/2008-1/2009**

* Provided outstanding customer service- Greeted customers and responded to questions.
* Operated cash register, reconciled registers at end of shift.
* Cross-selling products to increase purchase amounts.
* Introduced promotions and opportunities to customers to increase sales.