

Ta'keya Miller

125 Stewart Ave NE, Milledgeville GA 31061 • (478)-234-7923 • takeyamiller1256@gmail.com

Objective:

To obtain a position applying my extensive customer service, office experience, and communication skills.

Education:

Associate of Arts Degree in General Studies August 2019- May 2021
Georgia Military College, Milledgeville, GA **GPA 3.6**

- Cum Laude Graduate

Bachelor of Science in Psychology/Online August 2021-
May 2024

Middle Georgia State University, Online Macon, GA **GPA 3.3**

- **GPA 3.2**

Related Work Experience:

TJMAXX Retail Sales Associate June 2020-Present
Milledgeville, GA

- Greeted customers and helped with product questions, selections, and purchases.
- Used various technology and paper format systems to keep track of inventory, sales made, as well as when to stock or expect new inventory.
- Stocked and located merchandise for customers, clearly labeled items and arranged according to size or color.
- Maintained a clean sales floor and straightened and faced merchandise.
- Monitored sales floor and merchandise displays for presentable condition, taking corrective action such as restocking or reorganizing products.
- Displayed merchandise by arranging in appealing ways to boost sales.
- Suggested suitable options or recommendations to both staff and customers.
- Checked pricing, scanned items, applied discounts and printed receipts to ring up customers.
- Offered each customer top-notch, personal service to boost sales and customer satisfaction by asking if their needs were met and what product or service they were seeking.
- Discussed with staff if there was an issue or if a customer needed help outside of my expertise.

Related Volunteer Experience:

Student Office Assistant August 2019-May2021
Georgia College Early College, Milledgeville, GA

- Participated as a student volunteer in Georgia College Early College office where I assisted with various needs.
- Filed student documents such as grades, awards, transcripts, medical excuses, etc.
- Assisted students with applying for colleges and college scheduling.
- Greeted students and parents, as well as assisted them with their needs.
- Retrieved students and staff for the principal when needed.

Related Work Skills:

- Extensive experience using Excel, Microsoft Office, and Google software. These applications were used for assignments, research, data, and email purposes throughout my education.
- Ability to problem solve with limited help.
- Time management, multitasking, and organization skills are shown by ability to attend school online as well as work a full-time schedule as shown by my work history.
- Willingness to take on additional tasks when needed.

- Some knowledge of Eclinical Works