

Solonda Wesley

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Summary

Undergraduate with knowledge of computer software and hardware. I'm also proficient in troubleshooting a computer. I enjoy learning new skills and information every day. Not afraid to do the research needed to increase my knowledge and abilities. I am creative, resourceful and flexible, able to adapt to changing priorities and maintain a positive attitude and strong work ethic. Strong communication, interpersonal, and presentation skills. I'm skilled in cultivating positive relationships with clients and colleagues; particularly adept at communicating with clarity and diplomacy to individuals from diverse cultural and organizational backgrounds. I'm also fluent in Spanish. I have strong leadership skills; able to prioritize, delegate tasks, and make sound decisions quickly while maintaining a focus on the bottom line.

Employment

Substitute Teacher | Kelly Services/Kershaw County School District | 08/2017 - Present

- Assigned to work in the absence of a regular teacher to aid students in understanding a subject matter.
- Provided skills required for programmed lessons and purposeful training for the classroom I was assigned
- Manage a classroom of 25 or more students from grades k-12
- Organizing files
- Scanning documents for teacher
- Filing Paperwork
- Worked alongside the administration to ensure the safety of all students.

Appointment Setter (Sales and Related) | Homestar Solar | 10/2018 - 12/2018

- Answer Inbound Calls
- Answered inbound calls from the company's prospective and current clients or customers. Responded to any questions the client might have and set up appointments for the client to speak directly to a salesperson.
- Place Outbound Calls
- Received lists of potential clients from the sales team, and they are responsible for cold calling these prospects. Used these calls to determine the overall interest of prospective clients and eliminate clients who aren't interested.
- Used email to contact clients, both current and prospective, to answer any questions, schedule meetings with a salesperson, or reschedule meetings as

needed.

- Keep Accurate Records
- Contact prospective clients and talk to them about products or services, kept accurate records of each conversation. Indicated in records whether the person is interested or not.
- Provide General Administrative Support
- Provide general administrative support to the sales team. They make copies, organize documents, and rearrange schedules as needed

Teacher | Brookland Academy | 05/2016 - 03/2017

- Incorporated learning opportunities using a child's natural inclination to play.
- Created and implemented activities and lesson plans that simultaneously engage and educate children.
- Provided diverse basic care needs, including supplying proper nutrition, performing cleaning duties and dealing with behavioral issues.
- Spoke with parents to discuss a child's educational development.
- Filled paperwork
- Made phone calls to parents

Jewelry consultant/Cashier/children's department associate | Kmart | 08/2015 - 01/2016

- Responsible for taking money in the form of cash, check, or credit card from patrons.
- Provided change and balanced drawer.
- Worked directly with customers, helping identify their needs and selling them merchandise.
- Performed a number of tasks such as presenting jewelry, conducting sales, running credit cards, and inspecting jewelry.
- Explained any promotion the company was having.
- Signed customers up for credit cards and discount opportunities.

Achievements

- Chosen to participate in an on-site experience at NASA after completing the course work and project.

Skills

- Basic knowledge of installation and maintenance of Windows 7 operation systems
- Comfortable with basic tools and hands-on work
- A strong commitment to excellence and to personal and professional growth

- Basic knowledge of integration technologies and capabilities
- Knowledge of basic Windows and/or Linux server
- Working knowledge of Microsoft Office (Excel, Word, Power Point) and demonstrated ability to learn new applications
- Demonstrate the ability to problem solve and collaborate with the team on how to identify root cause for issue resolution
- Ability to lift 40 pounds
- Work in an effective, consistent manner maintaining quality assurance and compliance with established directives, policy and best practices
- Maintain a professional manner and appearance in the work place at all times

Education

Associates of Arts in Computer Technologies in Applied Science

Central Carolina Technical College
Present

NCAS (NASA Community College Aerospace Scholars)

OKState
October 2019-2020

High School Diploma

Christian Kingdom Academy
2007

Assessments

Basic Computer Skills: PC — Proficient

December 2019

Performing basic computer operations, navigating a Windows OS, and troubleshooting common computer problems.

Full results: https://share.indeedassessments.com/share_assignment/ueu-9c4elbofunni

English Communication Skills: Written Communication — Proficient

June 2018

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: https://share.indeedassessments.com/share_to_profile/36873754fc31e9478da831af336706b0eed53dc074545cb7