

Shaylee Bookout

shayleebookout@yahoo.com ❖ (705) 220-4275 ❖ Barrie, ON

SKILLS

- MS Suite: Word, Excel, PowerPoint, Outlook
- Appointment scheduling and record-keeping
- Customer service experience
- Data entry and analytical skills
- Attention to detail
- Bookkeeping
- Intuit QuickBooks
- Payment processing and billing
- Excellent verbal and written communication
- Database management
- Problem-solving and critical thinking skills
- Leadership and management operations

WORK EXPERIENCE

Academic Break

June 2022 – May 2024

Southern New Hampshire University

Barrie, ON

- Took a two-year academic break to accelerate my degree completion.

McAlester Public Schools

December 2021 – May 2022

Paraprofessional and Office Administrator

McAlester, OK- USA

- Managed comprehensive records for a large volume of students, ensuring accuracy across various databases.
- Implemented meticulous organization skills for student paperwork and documentation to facilitate efficient retrieval and accessibility.
- Utilized Microsoft Office suite to develop extensive lesson plans and assignments.
- Conducted regular communication with students, colleagues, and parents to address inquiries and provide updates.

McAlester Public Schools

April 2021 – December 2021

Substitute Teacher

McAlester, OK- USA

- Produced temporary lesson plans and assignments using Microsoft Office.
- Maintained accurate grade books by diligently inputting data and feedback to track student progress.
- Implemented effective organizational strategies for assignments and paperwork to streamline workflow.

Dunkin'

January 2018 – August 2020

Bookkeeper and Shift Leader

Jacksonville, NC- USA

- Entered and meticulously managed store data using Intuit QuickBooks, and analyzed the data to identify and rectify discrepancies.
- Executed precise cash reconciliations and transferred daily bank deposits.
- Implemented efficient filing and organization methods for store paperwork and documents.
- Demonstrated exceptional customer service skills.
- Effectively supervised and motivated crew members, fostering a productive work environment and contributing to increased sales rates during shifts, resulting in multiple raises for the team.

EDUCATION

Southern New Hampshire University

Expected Graduation: Fall 2024

BS, Criminal Justice - Online Program

Manchester, NH- USA

- Member of Sigma Tau Delta English Honor Society; 4.0/4.0 GPA
- Achieved recognition on the President's List and Honor Roll for every semester attended.

LANGUAGES & CERTIFICATIONS

English – Native

Full G Driver's License