

Tamyrah Hughes

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Summary

Highly motivated and dedicated individual with professional experience providing high-level support to employers. Proficient in working diligently at a fast speed, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

Education

Georgia Institute of Technology , Atlanta, GA	August 2023 – May 2027 (Expected)
• Candidate for Bachelor of Science in Industrial Engineering	
Auburn University at Montgomery , Montgomery, AL	August 2022 – December 2022
• Introduction to Human Communications (3 Credit Hours) • Computer Applications in Business (3 Credit Hours)	
Jefferson State Community College – Shelby , Birmingham, AL	January 2023 – May 2023
• Business Communications (3 Credit Hours)	
Calera High School , Calera, AL	August 2019 – May 2023
• High School Diploma • Salutatorian • 4.45 GPA	

Professional Experience

Publix , Calera, AL	June 2023 – Present
• Provide premier customer service by greeting customers and answering questions • Handle cash and other forms of tenders and provide change when appropriate • Bag and handle customer groceries and assist with loading groceries into customer cars • Scan goods and ensure pricing is accurate • Redeem stamps and coupons, cross-sell products, and introduce new ones • Clean store and ensure a tidy environment	
Crumbl Cookies , Alabaster, AL	November 2022 – June 2023
• Inform customers of products in a courteous manner and take orders on POS (Point of Sale) • Perform closing procedures in store (wash dishes, sanitize stations, sweep the store, and clean windows) • Assist with frost-making and dressing cookies on the counter before serving • Help ball dough, prepare cookies for bake, and assist with storing and wrapping cookies • Fold boxes and line with parchment paper	

Skills

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial and important documents

Certifications

- Microsoft Office 2019 Specialist (Word, Excel, PowerPoint, Outlook, Access)

Awards

- Highest Average in Honors English 9
- A Honor Roll (9th-12th)
- 1st Place in FBLA State Financial Literacy Competition
- 1st Place in FBLA County Competition - Group Business Plan
- Salutatorian