



BUSSINESS ADMINISTARTION

Zy'keria Hood

OBJECTIVE

Multitasking professional of 3 years combined experienced as a receptionist and Daycare Manger, known for creating welcoming and nurturing environments and keeping daily operations running smoothly. Skilled in administrative coordination, customer service, staff supervision, and early childhood care. Adept at juggling schedules, solving problems, and staying calm under pressure.

CONTACT

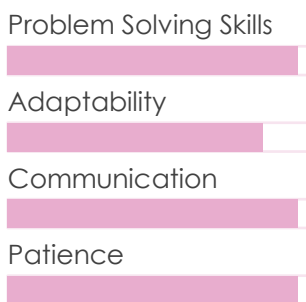
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EDUCATION

GEORGIA STATE UNIVERSITY
Undergrad Sophomore

CREEKSIDE HIGHSCHOOL
Highschool Diploma

SKILLS



EXPERIENCE

Daycare Manager
Open Heart Center – Athens, GA
June 2020 – July 2024

- Supervise a team of 8+ teachers and assistants, ensuring curriculum delivery and safety standards
- Build trusting relationships with over 40 families by providing regular updates and personalized care strategies
- Implemented a digital attendance and billing system that reduced errors by 30%
- Coordinate hiring, training, and scheduling for staff to optimize classroom ratios and employee satisfaction

Receptionist / Administrative Assistant

Aqua Tots – Atlanta, GA
August 2024 – Present

- Greeted 20+ clients daily with professionalism, handled phone inquiries, and scheduled appointments