

SHELAYA J ANDERSON

993-2606 | shelayaanderson@yahoo.com |

635 Puckett Ferry Road, Cross Hill, South Carolina | (864)-

SKILLS AND QUALIFICATIONS

- MAC iOS • Excellent customer service skills
- Microsoft Office Suite • Strong leadership abilities
- Google Interfaces • Efficient communication skills

EDUCATION

Clark Atlanta University, Atlanta, GA	Graduation 2024
Bachelor of Arts, Business Administration / Concentration: Entrepreneurial Management	G.P.A. 3.5/4.0

PROFESSIONAL EXPERIENCE

Client Consent	Greenville, SC
Call Center Agent	07/2021-08/2021

- Performed outbound calls to potential customers to switch from electricity to solar power for certain companies.
- Transferred customers to solar companies daily to further process for solar power.

Amazon	Greenville, SC
Pick and Stage Warehouse Associate	10/2020-01/2021

- Located and pulled merchandise fulfilling picking tickets in a timely manner placing labels on the items using relevant computer systems.
- Stacked and staged the packages in preparation for loading onto delivery trucks to reach their destination.

AWARDS AND ORGANIZATIONS

Clark Atlanta University, Black is Gold CAU, Member	2020 – Present
Clinton High School, Kevin’s Dream Scholarship, Recipient	2020
Clinton High School, Cummins-Wham Scholarship, Recipient	2020