

Teresa Miller
13308 Parkhill Dr
Grandview, Missouri 64030
816-806-5958 cellphone
Resadavis2003@yahoo.com

Objective

To obtain a challenging position, which will benefit from my strong and highly motivated work ethics, and great interpersonal skills; with room for advancement. Understanding the importance of being an effective and efficient team player. Innovative and self-sufficient leader who takes pride in the quality of work provided.

Professional Experience

Into Hair Naturally, Kansas City, Missouri

Independent Contractor/Owner/Master Stylist

May 1989 – Present

Operate the daily reconciliation of collections. Promote and market the business.. Assist in any daily issues that may arise and come up with a solution that meets the needs of the clients and maintains the integrity of the Salon. Also provide training workshops for various fellow coworker and hair stylist, which includes but not limited to:

- Supervising/Master Stylist
- Accounts Receivables/Payroll
- Promoter and Marketing
- Trainer/Instructor

Continental Airlines-Express Jet, Little Rock, Arkansas

Ticket Agent/Ramp Associate

June 2011 – June 2014

Greet and assist all customers in a prompt, friendly and courteous manner. Provide check-in assistance, ticketing, and booking of itineraries or any special requests for the passengers. Maintain all safety and security rules and regulations.

Constant communication with flight crew and other ground personnel, which includes but not limited to:

- Assisting Passengers computer Operator
- Team Player
- Abiding all rules and regulations
- Standing for hours
- Travel Agent

Clarion Management Company, Overland Park, Kansas

Loan Processor

November 2005 – October 2007

Provide assistance in gathering all required documentation to process loans. Review the files to ensure that the necessary information has been obtained. Any follow up needed to complete the process with little or no delay in processing, which includes but not limited to:

- Fact Finding
- Quality Reviewer
- Computer Operator

Education: Paseo High School, Kansas City, Missouri, Paris College of Hair Design, Kansas City, Missouri

Experience: Microsoft Office, Excel, Power Points, Master Hairstylist, Colorist, and Chemist

References given upon request