

Tamaria A. Sligh
1384 Greene St.
Augusta, GA 30901
762-215-0643

WORK EXPERIENCE

Extended Stay of America

February 2023- Present

Night Auditor

The Night Auditor is responsible for the preparation and disposition of all Night Audit work. Responsible for the front desk operation during the overnight shift (Typically 11pm-7am). Primary responsibilities include: registering guests making reservations preparing daily reports balancing transactions and conducting security walks.

BeanKeeperz

June 2021-September 2021

Accountant Assistant (Work from home)

PO Box 1733, 30817

25 hours a week/\$12.50 an hour

Jennifer Cooke (866) 755-7445

Quick Books Online and Desktop for Bank or Account Reconciliations, Bank Deposits, Payroll, and Details. Use of Google Suite, Slack, Zoom, Excel and other Accounting Software.

Transferred paper files into electronic, to help with Bank files and Bookkeeping.

McDonald's

March 2016- May 2022

Management/Cashier/Grill Operator

3444 Mike Padgett Highway, 30906

40 hours a week/\$10 an hour

Jason Case 706-790-8001

Provided customer service includes cash handling and grilling stations in a busy set-up. My accomplishments were that I learned to work.

Augusta Technical College

February 2017- May 2022

Accountant Clerk

3200 Augusta Tech Dr, 30906

25 hours a week/\$12.50 an hour

Zyquieta Scott

Assisted Occupational Therapy Instructor and Revenue Specialist in record keeping and organizing files of approximately 20 Occupational Therapy Assistant Students, along with bank reconciliations and money management. Converted paper files into electronic. Use of Google Suite, Slack, Zoom, Excel and other Accounting Software and Bookkeeping. My accomplishments were that I learned the beginning stages of being an Accountant.

Site1 (Work from home)

August 2008- May 2010

Customer Service Representative

2115 Windsor Spring Rd Ste 1, 30906

40 hours a week/\$12.50

Connie Wirth 706-220-2900

Connected with customers via phone/email/chat/and or social media to resolve their questions or concerns. Calmly attempted to resolve and de-escalate any issues. Escalated interactions when necessary and appropriate. Responded to requests for assistance and/or possible processing payments. Tracked all call related information for auditing and reporting purposed. Ability to work in a constantly changing and fast paced environment. Ability to stay composed and objective. I learned how to arrive to my work of employment in a timely manner.