

# ALISHA CHARLENE BURCH

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## SUMMARY

SUCCESSFUL AT MANAGING THE TASKS LISTS OF EVEN THE MOST DEMANDING BUSINESS EXECUTIVES FAST LEANER AND CAN QUICKLY INCORPORATES AND IMPLEMENTS NEW PROCEDURES TO MAXIMIZE EFFICIENCY AND PRODUCTIVITY.

## SKILLS

*BARTENDER/HOSTESS	*FASHION DESIGN
*SALES MANAGEMENT	*CHILDREN MANAGEMENT
*COSTUMER SERVICE SKILLS	*MANAGER SKILLS
*LAW ENFORCEMENT	*DISPATCHER
*HOME HEALTH AIDE	*BARTENDER/ HOSTESS

## EXPERIENCE

05/2018 to 01/2018

### Caregiver

**Always Best Care Senior Services** — Columbia, SC

Caregivers work in the home and help their clients with daily activities, such as bathing and bathroom functions, feeding, grooming, taking medication, and some housework. Caregivers help clients make and keep appointments with doctors, provide or arrange transportation and serve as a companion for their clients.

08/2016 to 01/2017

### Sales Manager

**Shoe Time** — Columbia, SC

They direct the team's focus, set goals, look at data, motivate and help create training opportunities. Sales managers work with large profile customers or with customer complaints, analyze budgets, and determine ways to streamline and improve the sales process.

01/2016 to 06/2018

### Secretary,dispatcher

**James Towing LLC** — Columbia, SC

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers

04/2012 to 01/2014

### Home Aide ,activity aide

**Brookdale union Park** — Monroe, NC

Assists with the planning and implementation of activities for nursing home residents. Helps design programs to encourage socialization, provide entertainment, relaxation and fulfillment, and improve daily living skills.

09/2010 to 08/2013

### After School Teacher

**New Generation Academy** — Monroe, NC

helping students with assignments, updating attendance records, attending staff meetings, and reporting to management. ... When the children are out of school they do study hall and trips.

- 01/2010 to 06/2018**     **Hair Stylist**  
**Japriest Creation Appearance of Beauty** — Columbia, SC  
 Duties of a Salon Stylist. Salon stylists perform a broad range of beauty services, from cutting hair to performing scalp treatments. Typical duties include shampooing, cutting, and styling hair, though they may also provide hair treatments, including deep conditioning, permanents, hair coloring, and weaving.
- 03/2007 to 12/2008**     **Daycare teacher**  
**Oakland academy daycare** — monroe, nc  
 Childcare workers typically do the following: Supervise and monitor the safety of children in their care. Prepare meals and organize mealtimes and snacks for children. ... Develop schedules and routines to ensure that children have enough physical activity, rest, and playtime.
- 03/2006 to 11/2010**     **MONROE POLICE EXPLORER**  
**MONROE POLICE DEPARTMENT** — MONROE, NC  
 Law Enforcement Exploring also known as Police Explorers is a career-oriented program that gives young adults the opportunity to explore a career in law enforcement by working with local law enforcement agencies, once you have like the program after 18 you will be off to do police training such as police academy and camp.
- 01/2006 to 12/2008**     **Volunteer**  
**Carolinas HealthCare System Union** — MONROE , NC  
 The program's focus is to provide students with education and experience in a hospital setting through volunteer service and informative learning sessions. Volunteers provide non-clinical support, but there are a variety of volunteer opportunities throughout the hospital from delivering sterile equipment to various units, providing directions and/or escorting patients and visitors, assisting with clerical work, playing the lobby piano, and more.

## EDUCATION AND TRAINING

- 2009**     **Associate of Arts:** cosmetology  
**Virginia College** - — Columbia, SC
- 2008**     **Law Enforcement Tech** : Law Enforcement  
**NC Justice Academy** — Salemburg, nc
- 2014**     Modeling ,Fashion  
**Barbizon modeling** — Charlotte, NC
- 2009**     **Associate of Science:** Medical  
**American InterContinental University** — Atlanta, GA
- 2008**     **High School Diploma:** family and consumer Science  
**Monroe High School** — Monroe, NC
- Completed professional development in Monroe High School School Basket Ball Team played all four years.

## ACTIVITIES AND HONORS

Member of Alpha Kappa Alpha Sorority  
Member of Social Club Royal Diamonds Columbia SC