



SHERRY DAVIS

Firstladysag84@gmail.com

OBJECTIVE

A highly motivated individual who's an energetic ability to work independently as a team player and possesses great management skills. Excellent communication, and impeccable ability to work under pressure. Nurturing, Understanding, and Gentleness and the ability to teach young children a the classroom.

EXPERIENCE

UNITED STATES POSTAL SERVICE (Nov. 2017 -Present)
Queens, NY

CLERK

- Sorting foreign and domestic letters
- Deliver mail to delegated areas
- Responsible for processing foreign packages through proper coding systems

SHERRIE'S HANDS (June 2015- Nov.2017)
Brooklyn, NY

Childcare Provider

- Responsible for daily learning activities for 2 children ages 1 and 4 yrs old
- Timely pick-up and drop-off of school aged child
- Weekly educational plans that were age appropriate for each child

BEST BUY (Sept. 2013- April 2015)
Brooklyn, NY

Inventory/Merchandiser

- Handled presentation of store and displays to promote increased sales
- Operated forklift and pallet jack for on and off loading merchandise
- Updated weekly prices changes
- Down stocked merchandise and recorded inventory

WALGREENS (Oct. 2012- Aug 2013)
Manhattan, NY

Shift Supervisor

- Performed daily audits on cash in safe to ensure accuracy
- Scheduled a total of 25 staff members in line with workflow and holiday coverage
- Resolved escalated customer complaints to ensure matters were resolved professionally
- Used planograms to revise department presentations

EDUCATION

BOROUGH MANHATTAN COMMUNITY COLLEGE
Associates Degree (Aug.20 -Current)
Early Childhood Education focus-Infants & Toddlers
GPA 3.0