



SHARI-MORGAN

VIRTUAL ASSOCIATE



I am a team oriented and energetic individual with a focus on optimal customer service and efficiency throughout operations with noted experience in event coordination and management.

SPECIALIZATIONS

- Customer Service
- Email Management
- Targeted Sales
- Calendar Management

WORK EXPERIENCE

Enrollment Specialist

2020 TO PRESENT

- Customer Service and Sales Agent responsible for handling schedules, incoming and follow up calls

Interview Coordinator

2019 TO 2021

- Coordinated and calendared up to 100+ interviews weekly between candidates and clients and ensured candidate and client profiles were updated.

Manager/ Food & Beverage Supervisor

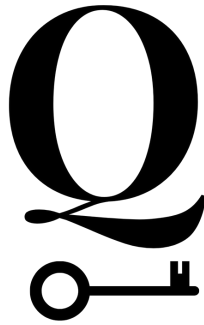
2011 TO 2019

- Managed and guided customer service procedures and daily operations

EDUCATION BACKGROUND

University of Technology, Jamaica

B,SC. IN FOOD SERVICE MANAGEMENT



Dear,

A letterhead is the heading at the top of a sheet of letter paper (stationery). That heading usually consists of a name and an address, and a logo or corporate design, and sometimes a background pattern.

The term "letterhead" is often used to refer to the whole sheet imprinted with such a heading. Many companies and individuals prefer to create a letterhead template in a word processor or other software application. This generally includes the same information as pre-printed stationery but without the additional costs involved.

Letterhead can then be printed on stationery (or plain paper) as needed on a local output device or sent electronically. That heading usually consists of a name and an address, and a logo or corporate design, and sometimes a background pattern.

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Sincerely,

Shari-An Morgan