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### Candidate Contact Information

**Candidate Name:**

Tonya Champion

**Candidate Location:**

Tallahassee , FL , 32308

**Mobile:**

N/A

**Home:**

N/A

**Email:**

tonya8883@yahoo.com

**Contact Preference:**

Telephone

### Application Summary

**Job Title:**

Commissioner

**Job ID:**

197016001

**Application Date:**

06/16/18

**Resume Updated:**

06/16/18

**Career Level:**

Manager (Manager/Supervisor of Staff)

**Relocation:**

Will Relocate

**Rating:**

Not Rated

**Highest Education:**

Associate Degree

**Work Status:**

US - I am authorized to work in this country for any employer.

**Screening Score:**

no specified

**Work Experience:**

More than 9.4 years

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Sincerely,

# Tonya Champion

1747 Capital Circle NE Apt 1421  
Tallahassee, Florida 32308

Home:850-933-5169  
tonya8883@yahoo.com

## Skills:

- Answering multi-line phone
- Type - 75 wpm
- Computers - Microsoft Excel, Microsoft Outlook, Microsoft Access, and Microsoft Word
- Excellent customer service
- Knowledge of general office procedures and machines
- Able to work in a team environment

## Work History:

**The Pantry**, Tallahassee, Florida, *Assistant Manager*, October 2014 to June 2016

Collects payments by accepting cash, check, or charge payments from customers; making change for cash customers

Balances cash drawer by counting cash at beginning and end of work shift

Maintains safe and clean working environment by complying with procedures, rules, and regulations

Contributes to team effort by accomplishing related results as needed

**Tallahassee Community College**, Tallahassee, Florida, *Office Assistant*, November 2012 to January 2014

Answering and receiving phone calls

Greet clients and students

Distributing the incoming mails to the respective staff

Filing confidential documents

Data entry and loading other necessary information into the software program

**McDonalds'**, Tallahassee, Florida, *Customer Service*, May 2008 to October 2010

Provide excellent customer service

Take customer orders and receive payment quickly and effectively

Train new crew members

Restock items and keep restaurant premises clean

**Wakulla Bank**, Tallahassee, Florida, *Head Teller*, January 2003 to August 2006

Balanced cash drawers

Performed daily cash audits

Ordered cash shipments

Supervised tellers

Balanced vault and ATM

Searched for overages and shortages

Trained new tellers on common policies and procedures

**Sunshine State Credit Union, Tallahassee, Florida, Teller, February 2002 to September 2002**

Received and processed money when customers make deposits,  
Distributed cash-back when customers wrote checks or made withdrawals on their accounts  
Cashed payroll checks,  
Exchanged foreign currency, received loan payments, and issued traveler's checks

**Education:**

Tallahassee Community College, Tallahassee, Florida, Associates of Arts Degree (December 2013)

Wakulla High School, Crawfordville, Florida, High School Diploma (May 2001)