

JOYEAL A. SINES

CONTACT

✉ joyealsines@yahoo.com

☎ (814) 428-1966

📍 Oil City, PA

EDUCATION

Post-secondary academic degree, Associate degree

University of Phoenix
02/2009 - 04/2011

High school graduate or equivalency certificate (GED)

Connely Technical Institute
08/1999 - 08/1999

SKILLS

- Office clerical

OBJECTIVE

EXPERIENCE

Home depot | Franklin, PA

FREIGHT ASSOCIATE

03/2022 - 03/2023

I stocked the shelves with new and existing products. Cleaned and faced shelves, set up products.

Home depot | Franklin, PA

FREIGHT ASSOCIATE

03/2022 - 03/2023

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Phoenix building services inc | New Castle, PA

JANITORIAL

04/2018 - 01/2022

Cleaned 2 office buildings. Provided clean and sanitary work space for employees. Through contact with webco. Both at the reno plant and the new training and over flow plant in oil city.

Telemarketer | Oil City, PA

TELEMARKETER

03/2013 - 05/2014

Deliver prepared sales talks, reading from scripts that describe products or services, to persuade potential customers to purchase a product or service or to make a donation. Contact businesses or private individuals by telephone to solicit sales for goods or services, or to request donations for charitable causes. Explain products or services and prices, and answer questions from customers. Obtain customer information such as name, address, and payment method, and enter orders into computers. Record names, addresses, purchases, and reactions of prospects contacted.

thones market | Oil City, PA

CASHIER

11/2012 - 03/2013

Cashier, cleaner, facing, bagging. Helping customers find products in the store

TRG Customer Solutions | Oil City, PA

CUSTOMER SERVICE

06/2007 - 11/2010

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QUALIFICATIONS AND ACHIEVEMENTS

Skills And Acheivments

JOYEAL A. SINES

Key-enter alpha-numeric 11,320 sph.
10 Key Calculator skills:108 dpm.
Accurate Keyboarding skills: 35 wpm.
Excellent Alpha-numeric filing techniques.
Demonstrated ability to provide superior customer service.

CERTIFICATIONS AND LICENSES

Point Park College/YWCA Training inc., YWCA Training Inc. - Pennsylvania
Issue Date: 12/01/1999 | Data Entry/Microsoft Word, Excel, Access, Power Point

References are available upon request