 **Sheila L. Moore**

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Jonesboro, AR 72404

859-270-5111

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**Objective**

Seeking a position as an assistant in an insurance agency.

**Qualification Highlights**

* Professional – can mirror the personality of a high-earning professional such as a doctor or a blue-collar hourly employee.
* 14 years of combined management experience: jewelry store, dental laboratory, insurance agency, web and graphic design company, restaurants and my personal pet and house sitting business. A few of my prominent roles in managing these businesses have been: being responsible for large sums of money and inventory, making deposits, electronic filing of insurance, staffing, scheduling, payroll, accounts payable, accounts receivable, motivating staff to meet and exceed sales quotas, and attaining new customers as well as current customer retention.
* Working knowledge of *Quickbooks* software.
* Started working at age 12, thirty-one years ago. Besides management experience, I also have as much or more sales experience. I am constantly selling myself, my employer and the products/services my current employer offers. I believe it is paramount to possess stellar work ethic, exude confidence, and portray integrity at all times.

**Relevant Skills**

* Excellent phone etiquette as well as proven appointment setting, written communication skills and organizational skills.
* Proven ability to be a team player and work well with others.
* Outstanding customer service expertise and a consistent professional.
* Possess proficient computer skills, know most *Office* applications, can easily learn new computer software and type 45+ words per minute.

**Education**

Pursuing Bachelor of Science degree in Ministry & Leadership *Liberty University Online*

30 credit hours completed *Harding University* Searcy, AR

High School Diploma *Crowley’s Ridge Academy*Paragould, AR

**Employment Summary**

07/08-Present AR Pet & House Sitting Service Owner Jonesboro, AR

05/11-03/12 Blimpie Subs & Salads Store Manager Lexington, KY

04/10-07/11 Modern Web Studios Project Manager/Sales Nicholasville, KY

01/09-03/10 Bankers Life & Casualty Insurance Agent Lexington, KY

05/04-12/08 Self-Employed Insurance Agent Lexington, KY

04/03-05/04 Bankers Life & Casualty Insurance Agent Jonesboro, AR

05/01-03/03 MST Laboratories, Inc. Controller/Sales/Public Relations Jonesboro, AR

12/00-05/01 Kentucky Center for Oral Surgery Scheduling Coordinator Lexington, KY

08/97-11/00 Friedmans Jewelers General Manager Mt. Sterling, KY

04/96-07/97 Sonya Maggard, DDS Assistant/Treatment Plan Coor Lexington, KY

**Military**

1991-1993 U S Army – 101st Airborne Division Battalion Motor Pool Clerk Ft. Campbell, KY