

Sheri Dargin

8811 Hawthorne Court
Apt#102
Laurel, MD 20708
Home: 240-432-7891
sdargin@comcast.net

Experience

Magnolia Plumbing Inc.

June 2006 - Present

Administrative Assistant/CSR

Washington, DC

- Office Supply Manager
- Appointment setter
- Wrote proposals
- Performed follow up calls
- Used Excel, word and Powerpoint
- Managed and learned the A.C.T. database
- Scanned
- Helped with billing
- Sort all incoming mail
- Sort invoices
- Greeted all customers
- Customer service rep.
- outlook user
- Estimator assistant

Ourisman Chevrolet

May 2006 - June 2006

Will Call Assistant

Temple Hills, MD

- Answered and directed will call orders
- Delivered parts to the correct destination
- Stock parts

Jim Koons Managment company

August 2005 - May 2006

Call center clerk

Vienna, VA

- Took 180 plus incoming calls a day
- Follow up calls
- Marketing calls
- Took email requests

McDonald's Restaurant

February 2002 - August 2005

Floor supervisor

Upper Marlboro, MD

- Head Cashier
- Providing training to new employees
- Prep for salad area
- Maintain casher drawers

Education

Bowie High School

May 2003

High School

Bowie, MD

- Talented and gifted classes

- Advanced Placement Classes
- Attendance rewards

American Career Institute College

July 2013

Associates
Information Systems/Security
Administration

Columbia, MD

The expected graduation month is July of 2013.

I will obtain my certifications in the following fields:

- A+
- Network+ Certifications
- Linux+
- Security+
- MCTS: Windows Vista Configuration
- MCTS: Windows server 2008 active directory configuration
- MCTS: Windows server 2008 network infrastructure
- MCTS: Windows server 2008 applications infrastructure
- MCITP: Server Administration