
HALEY WILLIAMS

Wise, VA ♦ hrw2705@email.vccs.edu

January 20, 2022

RE: Website Developer

Dear Hiring Manager,

Please accept this letter as an expression of my interest in the Website Developer position. I am a highly motivated and progress-focused Collision Repair Accountant with a long-standing background in this industry. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to [\[Target Company\]](#).

Throughout the course of my career, I have perfected my brand oversight and website analytics tools utilization abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency.

In my previous role, I contributed communication, problem-solving, and project management toward team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong delegation talents. I enjoy collective brainstorming sessions which all me to coordinate activities to achieve a common goal.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Sincerely,

Haley Williams

HALEY WILLIAMS

PROFESSIONAL SUMMARY

Hardworking and driven to work quickly and effectively on projects in all types of environments. Knowledgeable about preparing invoices, processing payments, and pursuing past-due balances. Well-versed in accurately coding different types of bills for clear recordkeeping and tracking. Team-oriented, dependable and performance-driven. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Driven student leveraging studies in Computer Software seeks real-world experience as a Website Developer. Offers strong interpersonal and task prioritization skills.

SKILLS

- Estimates preparation
- Strong automobile model knowledge
- Deadline-oriented
- Knowledge of insurance protocols
- Online ordering familiarity
- Customer Relations
- Sales proficiency
- Stocking and replenishing
- Excellent Communication
- Daily workflows
- Safety processes and procedures
- Complaint resolution
- Strong verbal and written communication
- Creative problem-solving
- Account management
- Technical Support
- Staff education and training
- Cash Handling
- Client Service
- Staff Management

WORK HISTORY

COLLISION REPAIR ACCOUNTANT 07/2021 to Current

Brock's Collision Repair, Pound, VA

- Completed road tests and safety review before releasing repaired vehicles to owners.
- Routed timely parts order invoices to accounting office to maintain up-to-date records.
- Prepared logs on each repair and maintained customer records for each job.

DIGITAL SHOPPER 11/2020 to 07/2022

Walmart, Norton, VA

- Merchandised attractive shelf displays with current offerings to drive store sales.

- Drove store revenue by offering customers accessories and related purchases to complete selections.
- Memorized store layouts and planograms to fulfill orders using shortest, most efficient route.
- Maximized efficiency by scanning items quickly and completing as many as 20 orders per hour.
- Consistently met deadlines and quality goals for accuracy and timeliness.
- Consulted with customers on food selections and custom order requests.
- Placed completed orders in labeled, temperature-appropriate storage pending customer pick up.
- Reviews orders prior to pick up for accuracy and purchase-by dates.
- Collaborated with managers to provide customer feedback and recommend operational changes to meet emerging trends.
- Conferred with customers to understand needs and make targeted product recommendations.
- Tracked substitutions and informed customers of changes.
- Picked quality and accurate items for 160 daily customer orders.
- Reviewed customer orders closely to locate desired items and checked app regularly to identify changes.
- Served customers with knowledgeable, friendly support at every stage of shopping and purchasing.
- Bins and picks merchandise using inventory management system, correcting discrepancies to improve overall accuracy.
- Maintained high satisfaction ratings by completing orders quickly and making good selections for customers.
- Helped customers locate products and checked store system for merchandise at other sites.

SHIFT LEADER 05/2013 to 11/2020

Hardees, Big Stone Gap, VA

- Delivered superior training and leadership to teams to boost performance and help team members achieve performance targets.
- Evaluated employee skills and knowledge regularly, training and mentoring individuals with lagging skills.
- Prepared shift summary reports for supervisor and communicated regularly on goals and progress.
- Mentored newly hired employees on operating equipment and safety and developed training manual to use for reference.
- Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts.
- Monitored employee actions for safety, sanitation and general housekeeping compliance, proactively protecting staff and customers from safety hazards and infection risk.
- Enforced company policies and regulations with employees.
- Regulated pricing, inventory count and supply during shift hours.
- Trained new employees and delegated daily tasks and responsibilities.
- Identified team weak points and implemented corrective actions to resolve concerns.
- Oversaw talented team by actively communicating project information, remedying issues and delivering positive feedback.
- Resolved customer complaints and issues and offered thoughtful solutions to maintain customer satisfaction.
- Opened and closed location and monitored shift changes to uphold successful operations

strategies and maximize business success.

- Evaluated employee performance and conveyed constructive feedback to improve skills.
- Improved staffing during busy periods by creating employee schedules and monitoring call-outs.

EDUCATION

Mountain Empire Community College, Big Stone Gap, VA
Associate of Arts And Sciences, General Studies, 05/2015

Union High School, Big Stone Gap, VA
Advanced High School Diploma, 08/2013

CERTIFICATIONS

Microsoft Powerpoint Certification
Financial Literacy Certification

LANGUAGES

Spanish