**Theressa M. Salmond** *Theressa.Monae.Salmond@temple.edu*

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EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

***Bachelor of Business Administration, Graduation: May 2015***

***Major: Accounting,*** GPA: 2.87

# ACTIVITIES & AWARDS:

* Student Member, The Pennsylvania Institute of Certified Public Accountants (PICPA), 2013
* Office Clerk at Auto Tag Agency, Volunteer, 2012-2013
* Temple Scholar Award, 2012-2013
* Philadelphia University Scholarship, 2011-2012
* Activities guide in the Widener Day Fair at Widener Memorial School, Volunteer, 2009
* Member, National Society of High School Scholars, 2008
* Water distributer in Kelly Drive Run, Volunteer, 2008
* Activities Coordinator Associate at Caring Heart nursing home, Volunteer, 2007-2008

EXPERIENCE:

Sodexo at Chestnut Hill Hospital, Philadelphia, PA

**Environmental Services Associate, Environmental Services** January 2012 – Present

1. Clean areas within the hospital such as the operating department, emergency department, the lobby, patient rooms, the administration area and radiology.
2. Require to clean 20+ C-Diff rooms and contact rooms on a monthly basis which involve special precautions.
3. Vacuum, dust, mop tile floors and clean mirrors on a daily basis.

**Cashier & Nutrition Services Associate, Nutrition** February 2011–January 2012

1. Prepared and delivered 45+ dinner choices to elderly patients which involved following the proper procedures when entering contact and air born precautions rooms.
2. Handled cash, credit/debit, and meal voucher transactions which totaled approximately $350 daily, in an environment that held 20-30 customers and staff members of the hospital.
3. Stocked materials and cleaned tables, the salad bar, and other frequently used areas throughout the cafeteria.

The Fresh Grocer, Philadelphia, PA

**Cashier** August 2010 – March 2011

1. Provided customer service to 300+ customers on a daily basis for a local grocery retailer.
2. Monitored a touch screen cashier system that involved the use of cash, debit, credit and also, monitored a specific decoding system for items such as produce, drinks and other items that does not have a UPC.
3. Returned items customers did not want, did not need, or could not afford which required the use of reading, and categorizing.

Kentucky Fried Chicken, Philadelphia, PA

**Cashier** September 2009 – April 2010

* Provided customer service for approximately 100-150 customers of all ages daily in a fast past environment which seated 40+ customers, and housed 6-10 teams members.
* Counted, distributed, and handled cash within the customers and the management which involved dealing with amounts maximizing at $500.
* Prepared and packaged customers’ orders which included a main entrée, a choice of a side, and a fountain drink, also distributed packages in a timely fashion to the customer via drive thru or front end.

# SKILLS

* Microsoft Word, Microsoft Excel, PowerPoint
* Cash Handling