Sharrise Williams

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Objective

To obtain a position that utilizes my skills and experience in interior design, home staging, and visual design, leveraging my strong background in interpersonal communications and psychology.

Education

University of Houston

Bachelor of Science: Interpersonal Communications

Minor: Psychology

GPA: 3.8

Sigma Alpha Pi National Society of Leadership and Success Nominee

Transfer Achievement Recipient

Skills

Home Staging, Customer Service, Leadership, Communication

Interior Decoration, Organization, iCIMS, Applicant Tracking Systems (ATS), Microsoft Office

Professional Experience

Curbside Lead

HEB, Houston, TX

August 2018 – April 2020

Review quality candidates and prioritize decisions while maintaining communication with hiring managers.

Developed strong rapport with customers, creating positive impressions of the business.

Managed a large team and coached according to standard operating procedures.

Curbside Specialist

HEB, Houston, TX

April 2020 – Present

Fulfill curbside pickup orders accurately and efficiently.

Provide excellent customer service, respond to inquiries, and resolve customer issues in a timely and professional manner.

Train and delegate tasks in the absence of a manager.

Admin Assistant

HEB, Houston, TX

September 2017 – August 2018

Send and receive correspondence from customers and employees.

Maintain files and have general knowledge of Microsoft Office and Workday.

Executed record filing system to improve document organization and management.

Coached new employees on administrative procedures, company policies, and performance standards.