prayitwrks@gmail.com

Tondalaya Greathouse

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| --- | --- | --- |
| Accomplishments |  | I have the skills and knowledge needed to fulfill my goal provided by the company as an employee and team member. The training within the company and various job experiences has prepared me to become one of the team members’ finest assets to the company. My abilities have improved to perform my jobs well done. |
| Skills & Abilities |  | * Data entry with icoms
* Tow mower operator
* Volunteer work WVIZ
* LMS training classes in safety and policy procedures
* Leadership and self-motivational qualities
* Mediation certification Kent State.
* Implemented knowledgeable skill
 |
| Professional Experience |  | converter CLERK TECH, timewarner cable – 2006- Present* connect converter lines change fittings clean and repack converters check channels an settings

 reset manufactures’ default* Tag an repair cosmetics replace lenses and cases
* learn different converter types clean and pack modems
* Stock cleaning area with materials sort an wrap power cords

**Converter Lab Technician Adelphia - 98-2006** * Pack and store equipment clean equipment
* Stage and QC new equipment wrap power cords
* Stage and check new equipment input cable data
* transport equipment to stocking location
* assist in inventory counts
* sort by type converter boxed equipment

**Field Technician, Cablevision – 1997-1998*** swap converter from hotel complex ran drop cable lines
* installs on trailer park completed work orders
* Dug and made trenches for drop lines mounted ground blocks
* Completed Training class for installation traced signals to find active lines
* Install wall mounts
* Disconnects from the pole

Avon sales reprehensive Avon 1993-1997* **Demonstrated sales forecasting, and products,**
* **Planned and organized regional sales**
* **Sold items at 90 percent and achieved presidents level sales**
* **Hosted parties for the good of sales**
* **Collected customer orders and money**

**CMHA Administrative Assistant 1993-1997*** Responded to residents’ concerns an trouble calls
* Documented rental payments and issued receipts
* Distributed legal documents, 14 day, an 30 day notices
* Responsible for court dated materials.
* Managed an maintained residents files
* Typed and issued eviction notices to residents
* Updated documents in Microsoft word
* Administered and generated work orders for maintenance
* Responsible for overhead count of court community workers
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| Education |  | Academy of Court Reporting and Technology – Cleveland, Ohio Criminal JusticeRemington COLLEDGE - cleveland, Ohio **Forensic science****OHIO TECHNICAL COLLEDGE - Cleveland, Ohio****Automotive Diesel Mechanic****References upon request** |