



MARCELLA MYERS

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PROFESSIONAL SUMMARY

Seasoned Examiner with 12 years of experience. Strengths include handling documents, managing time, and application processing. Co-ordinates training for new hires in the exam center. Consistently meets service and quality requirements while working from remote and office locations with minimal supervision. Dedicated to enforcing rules, regulations and safety standards.

SKILLS

- Adaptability
- Communication
- Professional Correspondence
- Administers Exam
- Examination Administration
- Time management
- Presentation Skills
- Problem-Solving Abilities
- Critical Thinker

EXPERIENCE

Inspector/ Examiner June 2011 - Current
State of Ohio | Columbus, OH

- Administers Cosmetology, Barber, Esthetics, Manicure test to students
- Co-ordinates new exam training in the exam center
- School Liaison for all Career Tech and Adult Education schools in Ohio
- Assessed all Monthly audits, discontinuance reports, and any paperwork for those schools.

Bus Driver December 2002 - August 2011
Columbus City Schools | Columbus, Ohio

- Performed pre-trip and post-trip inspections of assigned vehicle
- Picked up and discharged passengers at designated bus stops safely; regulated heating and ventilating equipment on bus to ensure passenger comfort
- Provided passengers with excellent customer service and general knowledge regarding bus routes and local attractions
- Controlled air conditioning and heating temperature suitable for customer's comfort.

Master Hairstylist May 1989 - June 2011
JCPenney | Dublin, OH

- Met with new clients and provided successful hair consultations detailing expectations for color, style and cut
- Fostered clean and sanitary work environment to protect customers and staff from infection
- Stayed up to date on current and emerging trends to increase professional value and meet diverse client needs.

EDUCATION

High School Diploma
London High School, London, OH

_11.25_0 Cosmetology

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