

# DARNESHEYUNA MCCULLOUGH



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Fairburn, GA 30213

## ADMINISTRATIVE ASSISTANT

Professional office support specialist with extensive experience in administrative functions and office management. Known for reliability and adapting to dynamic work environments. Excellent organizational abilities and collaborative mindset ensure seamless team operations and goal achievement. Also familiar with health settings, cooperating with different patients, and different health fundamentals.

## EDUCATION

2025-2027

### West Georgia Technical College

Associates in Health Science

CPR, BLS Certification

Radiography Certification

Dental Assistant Certification

2018-2021

Troup County High School

Graduated with honors

## SKILLS

- Computer Skills
- Office Administration
- Scheduling
- Customer service
- Data entry
- Dental radiography
- Computer skills
- Office administration
- Recordkeeping
- Knowledgeable in [Microsoft], and [Dentrix]
- Records management
- Information confidentiality
- Travel arrangements
- Software knowledge

## WORK EXPERIENCE

### Administrative Assistant

Tomco Construction, October 2023-Present

- Developed expense reports and office invoices in {Microsoft}.
- Amplify guest satisfaction by promptly addressing inquiries and resolving issues at the front desk.
- Managed phone inquiries, answered customer questions, and scheduled appointments.

### Administrative Assistant

Goldbet Inc., May 2021-September 2023

- Maintained confidentiality of sensitive information by continuing to obey strict privacy policies, and executing secure filing systems.
- Answered multi-line phone system, routed calls, delivered messages to staff and ushering in guest.
- Promoted a positive work environment through successful communication skills, and fostering professional relationships among colleagues.

### Dental Assistant

Smiles in Buckhead, July 2024-July 2024

- Cleaned and sanitized dental tools and equipment, straightened treatment rooms, and restocked supplies to prep for next patient and maintain health and safety practices.
- Sanitized trays, instruments, and surfaces for clean dental office setting and patient safety.
- Shadowed for a month, to complete my schooling requirements.
- Job Shadowed for completion of class credit hours

### Front Desk Receptionist

Riverside Veterinary Care, March 2019-March 2021

- Greeted guests at front desk and engaged in pleasant conversations while managing check-in process.
- Maintained organized and clean front office area to create professional and welcoming environment for visitors and employees.
- Scheduled, coordinated and confirmed appointments and meetings.
- Delivered outstanding first impressions by warmly greeting visitors upon arrival at the front desk.