

# Damone Sims

Chicago, IL

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**PROFILE:** Highly motivated team player with keen attention to detail. Works well under pressure. Excellent interpersonal technical skills. Very organized, with sharp focus on overall project goals.

## KEY SKILLS

- **Customer Service/Sales:** Build customer base through friendly, attentive service. Anticipating needs and empathizing with diverse customers. Speak clearly, quickly identify and resolve problems, listen and respond to requests, and follow up to assure complete satisfaction.
- **Organization:** Logical and highly organized. Excel in prioritizing and completing tasks and meeting deadlines without compromising quality or productivity.
- **Oral/Written Communications:** Polished telephone skills. Experience interfacing with people of diverse backgrounds, including coordinating tasks. Skilled with writing and editing.
- **Computer Proficiencies:** Proficient in Google Docs, Microsoft Word, PowerPoint, and Google Sheets. Experience with HTML, CSS, and Scratch.

## PROFESSIONAL EXPERIENCE

### Peer Relations Advisor

Banks Academy

09/2013 - Present

- Effectively worked with Student Council members on a full range of administrative functions, including meeting planning, special events, and troubleshooting problems.
- As a member of the Student Ambassadors, acted as a direct liaison between parents and students by coordinating various informational meetings.

#### *Key Accomplishments:*

- Created website in HTML and CSS programming languages
- Created a survival game in Scratch programming language

## EDUCATION

- Web Development, Richard J. Daley Community College, Chicago, IL 01/2015 - Present
- Banks Academy, Chicago, IL 09/2012 - Present

## ACHIEVEMENTS

- Captain of the Banks Academy Knights Varsity Track and Field Team
- Co-Captain of the Banks Academy Knights Varsity Wrestling Team and achieved 4th place in Southwest Regionals
- Author of *All-New Nacho Man #1 comic*
- 3 years Perfect Attendance