

DONTREL L. SIMMS

simmsd2@mailbox.winthrop.edu

EDUCATION

B.S. Business Administration, Winthrop University,
Concentration: Accounting, GPA: 3.046

May 2023
Rock Hill, SC

High School Diploma
York Preparatory Academy, GPA: 4.0

May 2019
Rock Hill, SC

WORK EXPERIENCE

Manager

July 2018- January 2020

Sonic Drive-In

Tega Cay, SC

- Maintained high standards of customer service during high volume, fast paced operations
- Responsible for monetary inventory
- Responded to and effectively resolved customer complaints
- Was responsible for running the shift and making sure everyone knew their goals to be met in a given time
- Supervised, motivated, evaluated and coached employees

Crew Manager

June 2018- July 2018

Sonic Drive-In

Rock Hill, SC

- Managed, trained and motivated a crew of five to ensure policies were being met
- Aware of all processes within the store including those outside of my realm of responsibility
- Strictly followed store policies and provided high quality customer service

Cook

March 2018- June 2018

Sonic Drive-In

Rock Hill, SC

- Executed daily operations of all stations on line
- Thoroughly cleaned work areas and food preparation equipment
- Followed procedures for safe food preparation, assembly and presentation

INVOLVEMENT & AWARDS

Accounting Mentorship and Professional Development

August 2019-Present

National Association of Black Accountants

August 2019-Present

Winthrop University Vision of Praise

August 2019-Present

SKILLS

- Ability to Work Under Pressure
- Decision Making
- Team Player
- Leadership
- Motivating Others