

Sophia Pernsley

Professional summary

Personal assistant with proficiency in managing communication channels, scheduling, and office coordination, demonstrating adaptability and initiative. Skilled in client interaction, social media support, and maintaining organized workspaces, ensuring seamless operations. Eager to expand knowledge and contribute effectively in a dynamic professional environment.

Outback Steakhouse, Server support, August 2024— oct 2024

Prep ingredients for the day, assemble entrees and clean plates before serving food to the assigned tables. Serve entree's, sides, desserts, and drinks to customers. Grabbed plates from different empty tables before I went back to the kitchen. Cleaned around the workspace and if we ran out of certain things I restocked them. When closing I cleaned the floors, counters, and put all of the refrigerated ingredients in the fridge.

GameStop, Key holder, November 2024— Feb 2025

Do store shipments scanning in products and putting them away; inventory counts. Handle money, work register taking payments, doing returns, and trades, answering any questions. Informed people on our promotions and sold GameStop memberships. Clean around the store, gut game cases and controllers.

Eyeglass world, Optometric, technician, Warner Robins — Feb 2025-present

Open doctors office and pretest room, check schedule and check in patients. Scan in their paperwork, pre-test patients and get them in with the doctor. Move patients from appointment scheduler to doctors schedule, pull and print patients insurance information. Send referrals to ophthamologists, clean around the waiting area, answer phone calls and answer questions.

Education

Bachelor of Arts

Columbus State University, Columbus, GA / remote learning — 2023 - 2024

High School Diploma

Peach County High School, Fort Valley, GA — 2019 - 2023

Additional information

Volunteering Experience

Toy Makers at East Lake

Helped organize fundraising activities to support the initiative, fostering greater community involvement and support.

Volunteering Experience

Genesis Joy House

Assisted with job training and life skills development programs.

Volunteering Experience

The Best Around - Perry Fair

Offered outstanding customer service by effectively processing orders and responding to questions.

Extracurricular

Honorable Mention, Peach Fair Art Gallery, 2022

Honored for exceptional artistic talent; granted the Best Oil Painting award in Georgia in my age category.

Extracurricular

Golden Eagle Award Nominee, 2023

Acknowledged for outstanding contributions to theatre as a Golden Eagle Award nominee.

Contact information

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478-367-1344

Skills

Time Management

Critical Thinking

Adaptability

Conflict Resolution

Office Coordination

Attention to Detail

Customer Experience

Languages

English

German