

# Shyeril Bhonsle

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## Administrative Professional

Organized and hardworking independent contractor with 5+ years of communication skills and technical skills with various POS systems, Adobe and Microsoft programs. Various work experiences shows adaptability in diverse working environments and demonstrates sound judgment, flexibility and patience. Dedicated administrative professional with successful experience in fast-paced office settings. Hardworking team player with expertise in completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision.

## WORK EXPERIENCE

### Oliver Gospel Mission

08/2024 – Present

#### Operations admin support

Columbia, SC

- Streamlined administrative processes at Oliver Gospel Mission, enhancing operational efficiency.
- Fostered strong relationships with team members and volunteers to support mission goals.
- Provided crucial administrative backing to frontline staff at Oliver Gospel Mission, enabling enhanced client service.
- Facilitated smooth communication between departments, fostering a cohesive work environment.
- Delivered vital administrative assistance to frontline staff, enhancing client service quality.
- Facilitated seamless interdepartmental communication, nurturing a unified work atmosphere.
- Orchestrated seamless interdepartmental communication at Oliver Gospel Mission, fostering a unified work environment and enhancing overall operational efficiency.

### Starbucks

06/2018 – 08/2024

#### Barista

Columbia, SC

- Efficiently crafted specialty drinks, enhancing customer satisfaction and service speed.
- Educated customers on menu options, improving their experience and knowledge.
- Managed high-pressure situations, ensuring smooth operations during peak times.

### Independent Contracting

09/2021 – 04/2023

#### Administrative Assistant

- Maintained files and filing, keeping sensitive information confidential.
- Supported information security and integrity with well-organized filing systems and databases.
- Coordinated travel arrangements and reconciliation of expense reports.
- Maintained calendars and schedules to set appointments for clients.
- Proofread and edited correspondence to fix typographical errors or mistakes in grammar.
- Resolved issues, escalating major conflicts and concerns to appropriate clients.

### Nephron Pharmaceuticals Corporation

10/2020 – 09/2022

#### Quality Assurance Technician

Columbia, SC

- Performed thorough inspections of incoming materials and outgoing products.
- Evaluated samples against standards by completing measurements, visual inspections, and other established tests.
- Routinely tested products to align temperature, specifications, and ingredient levels with best practices and quality standards.
- Inspected finished products for overall quality and adherence to company and FDA specifications.
- Addressed non-conformance issues, pausing production to correct errors.
- Recorded findings of inspection process, collaborating with quality team to implement corrective actions.

## EDUCATION

### **Associate of Arts**

University of South Carolina

Sumter

## VOLUNTEERING & LEADERSHIP

### **International Family Church**

Worship Ministry Intern

Assisted with organizing church activities and services like Team Nights, Worship and Prayer nights, and various holiday services. Supported church leaders in performing various duties. Assisted with fundraising activities. Participated in church service and events. De-escalated and resolved conflicts between local peoples and pastoral leadership. Participated in various outreach programs held by small groups within the church.

### **International Family Church**

Media Ministry Intern

Assisted with organizing religious activities and services. Supported head pastor, worship leaders, and delegated tasks to the media team to perform various tasks. Engaged in photography, graphic design, and video content creation. Assisted with fundraising activities. Participated in church conferences and events whether that was taking photos or being in charge of the media team. Planned and adhered to content calendars and made scheduled posts. Managed and created content for International Family Church. Analyzed media engagement and produced tracking reports.

## SKILLS

Adobe Programs, Calendar Management, Clerical Tasks, Communication Skills, Content Planning, Corrective Actions, Customer Service, Database Management, Editing, Expense Reports, File Management, Information Security, Inspection, Microsoft Programs, Multitasking, Non-Conformance Resolution, Photo Editing, Photography, POS Systems, Problem Solving, Proofreading, Quality Assurance, Staff Support, Technical Skills, Testing, Time Management, Travel Arrangements



