

SHERYL BHONSLE

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PROFESSIONAL SUMMARY

Organized and hardworking creative individual with 5+ years of communication skills and technical skills. Various work experiences shows adaptability in a diverse working environments and demonstrates sound judgment, flexibility and patience. Whose life long goal is to impact and enact change in and around the community and country. Dedicated administrative professional with successful experience in various fast-paced settings. Hardworking team player with expertise in communications, empathetic listening and advising. Responsible, punctual and productive professional when working with little to no supervision.

SKILLS

Communications Strategies	Executive Presentation Development	Ease with Computers and Technology
Calendar Preparation	Writing and Editing Skills	Project Schedule Coordination
Meeting Planning	Call Prioritization	Technical Support
Ability to Adapt	Performance Improvement	Typing Proficiency
Shot Composition	Photo editing	Visual Storytelling
Client Communication		

EXPERIENCE

Barista

Place Starbucks, Jun 2018 - Current

- Working in a extremely stressful environment and maintaining a working balance with managers and partners
- Making sure cafe procedures are accounted for and created a care free environment for those around me
- Presented and explained drink menu, answering questions to educate customers
- Brewed espresso and added syrups and steamed milk to craft specialty drinks for customers
- Cleaned and restocked dining room and bar areas and performed dishwashing and sanitation tasks
- Maintained clean and healthy environment by following proper safety and sanitation regulations
- Memorized or referenced readily accessible information to relay to customers
- Accomplished new and different drink requests, enhancing coffee shop reputation
- Controlled line and crowd with quick, efficient service
- Pleasantly interacted with customers during hectic periods to promote fun, positive environment.

Worship Ministry Intern

International Family Church, Jan 2022 - Current

- 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.

Freelance Photographer

Independent, Jan 2017 - Current

- Edited, toned, captioned, and uploaded photographs for church websites and various client purposes
- Took photos from different angles and perspectives to capture perfect images
- Used image processing algorithms to reduce motion blur and enhance color, contrast and light range
- Scheduled and booked locations for photo shoots, working collaboratively with clients and contacts
- Digitally edited photos to enhance appearance
- Displayed portfolio to show off best work to potential clients and promote skills and value
- Portfolio can be viewed at: <https://sherylbhonsle.journoportfolio.com>

Media Ministry Intern

International Family Church, Columbia, SC, Jan 2011 - Jan 2019

- 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.

Administrative Assistant

Independent Contracting, Sep 2021 - Apr 2023

- 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 client
- Proofread and edited correspondence to fix typographical errors or mistakes in grammar
- Resolved issues, escalating major conflicts and concerns to appropriate client.

EDUCATION

Associate of Arts

University of South Carolina - Sumter

