

Leilani Toulson

Wanted a job

Greensboro, MD 21639

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4104824300

Willing to relocate to: Denton, MD - Ridgely, MD - Greensboro, MD

Authorized to work in the US for any employer

Work Experience

Assistant Cosmetologist

Education

None in None

Lockerman Middle School - Denton, MD

August 2016 to June 2019

Other

Skills

- Bookkeeping
- Accounting

Assessments

Accounting skills: Bookkeeping — Familiar

April 2021

Calculating and determining the accuracy of financial data

Full results: [Familiar](#)

Principles of accounting — Completed

April 2021

Preparing financial records according to federal policies

Full results: [Completed](#)

Attention to detail — Completed

April 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Completed](#)

Spreadsheets with Microsoft Excel — Completed

April 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Completed](#)

Hairstylist skills — Completed

April 2021

Building and retaining clientele through quality client interactions

Full results: [Completed](#)

Verbal communication — Completed

April 2021

Speaking clearly, correctly, and concisely

Full results: [Completed](#)

First aid — Completed

April 2021

Treating common medical emergencies

Full results: [Completed](#)

Customer focus & orientation — Completed

May 2021

Responding to customer situations with sensitivity

Full results: [Completed](#)

Filing & organization — Completed

May 2021

Arranging and managing information or materials using a set of rules

Full results: [Completed](#)

Scheduling — Completed

May 2021

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Completed](#)

Following directions — Completed

May 2021

Following multi-step instructions

Full results: [Completed](#)

Social media — Completed

May 2021

Knowledge of popular social media platforms, features, and functions

Full results: [Completed](#)

Management & leadership skills: Planning & execution — Completed

May 2021

Planning and managing resources to accomplish organizational goals

Full results: [Completed](#)

Typing — Completed

May 2021

Transcribing text using a standard keyboard

Full results: [Completed](#)

Creating presentations with Microsoft PowerPoint — Familiar

May 2021

Knowledge of Microsoft PowerPoint tools and features

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

And I also like to get on computer