

## Objective

An ambitious person with versatile skills, and I'm ready to start working as a member of this great facility. I am a well-organized individual and have the ability to finish my duties and requirements. I consistently demonstrate the traits of a hard worker with self-confidence. I communicate well with others. I take pride in my work and help in any way I can.

## Skills

Microsoft Excel 2010, Planning, Beverage.

## Work Experience

### Office Attendant

**ABC Corporation** - August 2015 – 2022

- Totaled daily sales by collecting cash and tokens from each bay.
- Acted as an ambassador for Suns reputation by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to job accomplishments.
- Served customers and guests by backing-up reception area; answer and route incoming calls, questions, and provide exceptional customer service.
- Served team members by backing-up baristas to take and prepare beverage orders while maintaining food safety and cleanliness standards.
- Performed print/copy/mail projects.
- Greeted Customers, File paperwork, Data Entry, Handle multiline Phone Systems, Inventory, Handle customer relations.
- Provided excellent customer service, responding to inquiries from students and parents Assist in the preparation for various events and summer.

### Office Attendant

**Delta Corporation** - 2012 – 2015

- At this job I was in charge of customer service duties as well as several other responsibilities delegated to me by my boss.
- Includes but not limited to stacking, organizing, and packaging mails.
- Clerical worker, answer phone calls relaying information, customer service, dispatching responsibility, General maintenance and overseeing of rental.
- PA Created weekly activities for the preschoolers at St.
- Pauls Preschool Completed paperwork, filed paperwork, organized the office.
- Customer service cashing out customers, accounts receivable, collections calls, reviewing credit applications Reconcile receipts and cash on-hand, .
- Remove virus from PCs Sell Microsoft Programs Install wireless internet and computer programs on PCs.

## Education

MA