

# Jaila Primm

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## Objective

To obtain a position where a willing and enthusiastic learner will be needed, an opportunity to utilize my knowledge and skills in customer service and administration, and opportunities for continuous learning and professional development will be fostered.

## Experience

Chipotle, Saint Louis, MO - Crew

April 2018- Present

- Maintained high standards of customer service during high-volume, fast-paced operations
- Communicated clearly and positively with coworkers and management
- Handled currency and credit transactions quickly and accurately
- Built loyal clientele through friendly interactions and consistent appreciation

Monsanto Family YMCA, Saint Louis, MO - Hub Assistant

June 2015- June 2017

- High level of patience with immense love and compassion for children
- Good communication and interpersonal skills
- Supervised children during their playtime and ensured their safety

## Skills

- Microsoft Office
- People- oriented
- Adaptability
- Communication
- Problem- solving
- Proactive
- Multi-tasker

## Education

Central Visual and Performing Arts High School, Saint Louis, MO - High School Diploma

August 2013- May 2017

References Available Upon Request

