

Kyra Manskie

512-555-5555 | kyra123@gmail.com | College Station, Texas

Summary

- Assertive, responsible, and well-rounded student with expertise in Microsoft Excel.

Experience

Round Rock, Texas

Valet Driver | 02/2021 - 08/2022

- Executed company policies, procedures, and safety standards to ensure the proper cleanliness and safety of the office and equipment
- Offered strong customer service skills, keeping customers satisfied
- Friendly interactions with customers while being first point of contact

Round Rock, Texas

Cashier/Customer Service | 05/2020 - 02/2021

- Executed company policies, procedures, and safety standards to ensure the proper cleanliness and safety of the office and equipment
- Worked with departments across the company, including marketing and project management, in developing new ideas, initiatives, products, and services
- Worked closely with Point-of-Sale systems and handled cash

Skills

Computer literacy, Communication skills, Time management, Microsoft excel

Education

Texas A&M University | College Station, TX

BS - Technology Management | 05/2024