

Barista/Cashier Barista/Cashier Remote Typist and Data Entry Clerk Tyler, TX Authorized to work in the US for any employer Work Experience Barista/Cashier Bobalompia - Tyler, TX March 2019 to June 2019 Primarily front of house, but sometimes assisted in the kitchen with prep work.

Counting money at beginning and end of shift Greeting and taking the orders of customers for drinks and food Creating bubble teas, smoothies, coffees, and sugar cane juice from hundreds of combinations Communicating to the kitchen and delivering orders Cleaning front of house and bathrooms Receiving and filling orders from third-party applications such as GrubHub and WaitR Assisting with customer satisfaction Web Developer Arrowhead Graphics - Wichita Falls, TX April 2009 to January 2019 Freelance development work. On-the-job learning, mostly self-taught:

Programming languages for front-end development, such as Javascript, CSS, C++, HTML, HTML5 Database and hosting setup and management Frequent editing in programs such as Word, Excel, Photoshop, InDesign, and Dreamweaver Search Engine Optimization (SEO) and image processing Google Console Creation of websites on frontloaded programs and tools such as Wordpress, Squarespace, and other similar services While employed, I also accomplished a variety of other semi-related tasks such as editing client-submitted documents for clarity and grammatical error, comparing source material to final product in catalogs for any errors, and transcription of PDFs or written materials to digital format. Education High school or equivalent Henrietta High School -

Henrietta, TX August 2006 to May 2010 Skills Microsoft Office, Cash Handling, POS, Adobe, HTML 5, HTML, Javascript, Indesign, Photoshop, Dreamweaver, Wordpress, Word Processing, Excel, Google Docs, Google Webmaster Tools, Technical Writing, Transcription, Typing, Editing, Data Entry, Word, Data-Entry, Customer Service, Data Entry Operator Assessments Data Entry Highly Proficient July 2019 Entering data quickly and accurately. Full results: https://share.indeedassessments.com/share_assignment/zgywi8mpu6sbcvec English

Communication Skills: Typing Expert July 2019 Measures a candidate s ability to effectively transcribe text using a standard keyboard. Full results: https://share.indeedassessments.com/share_assignment/uwdv7dedfjqvfgnx Data Entry Clerk

Expert July 2019 Maintaining data integrity by detecting errors. Full results:

https://share.indeedassessments.com/share_assignment/wj9tv-oiaggjxzae Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

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