

Database Administrator/Receptionist Database Administrator/Receptionist Palm Harbor, FL  
Authorized to work in the US for any employer Work Experience Database  
Administrator/Receptionist Preferred Mechanical Inc. - Holiday, FL June 2015 to July 2018 At  
Preferred Mechanical Inc. I was a Data Entry Specialist. I maintained the database while creating  
effective organizational and filing systems. I also was a Receptionist. I answered phone calls daily  
as well as greet customers and contractors. Server/Hostess/FOH Trainer Another Broken Egg Cafe  
- Clearwater, FL October 2015 to October 2017 At Another Broken Egg Cafe, I started as a Hostess,  
worked my way up to Serving, and FOH Trainer. I also gained experience and knowledge behind  
the bar assembling drinks. I received the "High Five" award by the owners, Double R Restaurant  
Group, by providing excellent customer service. My responsibilities included greeting guests,  
serving, working as a team, handling a high volume of customers diligently, training new employees,  
maintaining a clean section and uniform. I was also in charge of closing five/six days a week.  
Education High School Diploma Dunedin High School - Dunedin, FL 2014 Skills Hostess,  
Restaurant Server, Data Entry (3 years), Customer Service (8 years)

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