Objective

Seeking a position in Customer Service or front desk service where my experience will be further developed and utilized.

Profile

Motivated, college student with 5 years of superior customer service, with the ability to mold to changes.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Skills Summary

|  |  |  |
| --- | --- | --- |
| * Problem Solving * Teamwork * Responsible * General Office Skills | * Computer Savvy (Microsoft word, Power point, Email/Internet) * Customer Service * Scheduling * Communicating |  |

Employment History

PIZZA SCHMIZZA- Portland, OR (Pearl, Barnes Rd., Fox Tower, and Sunset Locations)

Position: Casier/Cook/Supervisor Dates: May 2008 – November 2010

COAST TO COAST EVENT SERVICES- Portland, OR

Position: Crowd Management Dates: January 2011 – May 2011

MAC’S MARKETS AND DELIS- Lake Oswego, OR

Postion: Cashier Dates: March 2011 – October 2011

SAFEWAY- Oregon City, OR

Position: Deli Clerk Dates: October 2011 – December 2011

Education

Alliance High school @ meek – Portland, OR  
HS Diploma, 2010 GPA: 3.5/4.0  
(Received several awards for attendace as well as being chosen to represent the school on multiple occassions.)

jones internantional university – Portland, OR  
Bachlor’s in Gerneral Buiness Administration , 2015 GPA: 3.5/4.0

Refernces

KIRSTEN YOUEN – PSU STUDENT (503) 803-4561

kELI kENT– COAST TO COAST (971) 678-6869

Patrick moore – Coast To coast (503) 367-5843

Volunteer Expirence

OUTDOOR SCHOOL STUDENT LEADER- Portland, OR

* Responsibilities include taking care of assigned students, teaching them required materials.

DOG BREEDER APRENTICE – Portland, OR

* Responsibilities include helping dog give birth, help to care for newborn puppies.

OFFICE AIDE FOR ALLIANCE HIGH SCHOOL @ MEEK – Portland, OR

* Answering phone calls, copying material, filing paperwork, and greeting parents.