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|  |  | Summary of Skills  * Excellent customer service and interpersonal skills gained through various sources including Best Buy, restaurant experience, and swim instructor/lifeguard. * Fast learner, self-starter who takes initiative to get tasks done on time. Past managers have given me high marks for my can-do positive attitude. * Goal-oriented with excellent time management and organizational skills. * Strong emphasis on science courses through college, knowledgeable in most computer programs (Microsoft Office, Word, Excel, Powerpoint, Outlook, SPSS, Prezi). |
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|  |  | Experience **Kuru Kuru Sushi Restaurant, Waitress 09/2012-08/2013**   * Greet and seat customers, completed food orders, clear tables, and reconcile customer’s bill. * Superior communication skills and professional work ethic. * Multitasking skills from being not only a waitress but also the hostess and busing tables.  Geek Squad Agent, Best Buy 10/2009-09/2012  * Initially hired as holiday cashier, but retained as a permanent part-time cashier position, then promoted to the Best Buy customer service counter. * Within the first year promoted to Counter Operations Agent – Geek Squad. Multitasking skills including managing paperwork for service requests and follow up, and answering phones. * Communicating between Geek Squad service center and the local store. * Communicating between other agents and the customers to keep the customer informed. * Responsible for shipping and receiving products from the Geek Squad Service Center. * Problem resolution for customer concerns for geek squad department. * Assisted Manager in scheduling, reports, evaluations, and prioritizing daily and weekly tasks.  Life guard, Overlake Golf and Country Club 06/2005-09/2009  * Performed standard lifeguard duties supervising swimmers. * Maintained proper chemical levels and oversaw cleaning the pool. * Swim instructor for children ages 2-12, group and private lessons. * Manage schedule for all activities held at the pool. * American Red Cross certification for lifeguard/First Aid valid until 6/13/2013. |
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|  |  | EducationWestern Washington University, Bellingham, WA 09/2008- 06/2013 Graduated in June 2013 with B.A. in Humanities & Social Sciences, majoring in Biocultural Anthropology. Focus in Biology. Liberty High School, Renton, WA 09/2004-06/2008 Graduated Liberty High School in Renton Washington with all necessary requirements along with 20 college credits. |
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|  |  | **References available upon request** |