

Leona Collier

Dartmouth, NS

leonacollier6_bgv@indeedemail.com - 902-631-4775

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people

WORK EXPERIENCE

Soft Goods Supervisor

Giant Tiger -

2015 - 2017

Counter Attendant

Tim Hortons -

2012-10 - 2015-09

Customer Service

Nova Scotia Liquor Corporation - St. Peter's, NS -

2011-12 - 2012-10

Cleaner/Housekeeper

Richmond Villa - St. Peter's, NS -

2011-12 - 2012-10

Customer Service Representative

Aditya Birla Minacs -

2007 - 2010

Customer Service Representative

EDS -

2005 - 2006

Server

Parker's Restaurant -

2002 - 2005

Cook

Morris Coffee and Donuts -

2000 - 2001

Cashier

BiWay -

1999 - 2000

Server, Bartender, Chef's Assistant, Busgirl

MacDonald's Hotel -

1993 - 1995

Secretary

Department of Natural Resources -

1994 - 1994

EDUCATION

Human Services

Nova Scotia Community College

SKILLS

Customer Service, energetic, RECEPTIONIST, RETAIL SALES, SELF MOTIVATED

ADDITIONAL INFORMATION

Skills

Communication

- Provided superb service via telephone to highly energetic customers and provided prompt resolutions to their concerns
- Chaired meetings as president of a social club using strong verbal and communication skills in response to the diversity of members and opinions
- Possess a clear and concise speaking voice
- Exceptional listener; able to effectively convey information both verbally and written

Organizational

- Able to coordinate and organize weekly activities for children in a structured community group
- Highly accurate in both professional and personal work
- Schedule weekly meetings and achieve successful completion of meeting goals
- As president of our social club screened potential new members and chose highly motivated individuals

Leadership

- Coached individuals of various backgrounds on the importance of detailed and effective customer service
- Guide children towards the essentials of cleanliness and proper handling of food materials when preparing meals
- Motivate young individuals to strive to achieve higher goals in their academic careers
- Assigned various tasks to competent individuals when working toward team goals

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