

[Address normally here, but I don't want to dox myself] - (xxx) xxx-xxxx
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A dedicated student in English and Professional & Technical Writing, and an experienced Coordinator known for diligent record-keeping and supportive leadership. A diligent worker who can perform well independently or as a team member. Engages others with empathy, enthusiasm, and sincerity; seeks to provide information in a method most usable and accessible to them. Possesses a strong sense of priority, and hopes to deliver clear, consistent information in ways that advance the goals of the organizations employing them.

- PC Workstation
- NCR X8, X7 POS
- Android 23FE

- MS Office
- MS-Windows 7,10, 11
- Android 23FE
- Notepad++
- Visual Studio Code

- Fulfill All Responsibilities as Described in Previous Position.
- Collaborate with Team Leads and Front-End Managers to Ensure Smooth Day-to-Day Operations.
- Coordinate and Record Employees' Daily Tasks and Assignments in Department(s).
- Administer Daily Breaks and Meal Periods.
- Act as First-Level Customer Service Agent to Resolve Discrepancies or Complaints.
- Perform Routine Opening and Closing Duties, when applicable.
- Coach and Train Employees at Coordinator-Level and below.
- Fulfill Service and Labor Needs in Other Front-End Roles
 - Self-Checkout Assistant, Meals2Go Associate, Cart-to-Curb Shopper

- Collect Customer Items and Orders while Optimizing Customer Satisfaction
- Collect and Process Payments
 - Different Forms of Tender (Cash, Check, Credit/Debit, EBT/Food Stamps)
- Assemble Customer Orders in Appropriate, Organized Packaging
- Assist Customers upon Request
 - Locating, Lifting, and Loading Items
- Performed Routine Cleaning Duties

- Enter Customer Orders while Optimizing Customer Satisfaction and Company Profit
 - Noted for Highest Average Sales by Employee in April-May 2018
- Collect and Process Payments
- Maintain Stocking Levels for Front-of-House Supplies
- Collect Components and Assemble Customer Orders in Appropriate Packaging
- Act as First-Level Customer Service Agent to Resolve Discrepancies or Complaints
- Performed Nightly Cleaning, Disassembly, and Stocking Duties for Front-of-House Closing

VOLUNTEER EXPERIENCE

Habitat for Humanity, Rehoboth Beach, DE

July 2018

- One week; assigned to two sites
- Installed Pergo flooring throughout house
- Applied outdoor paint to multiple out-buildings
- Led teams alongside site associates
- Utilized power tools (power drill, power saw)

Habitat for Humanity, Pulaski, VA

July 2017

- One week; assigned to one site
- Installed siding and sealing materials
- Installed roofing
- Worked in teams with site associates

Habitat for Humanity, Raleigh, NC

July 2016

- One week; assigned to two sites
- Assembled pre-fab sections for future constructions
- Installed sheathing on outer wall of a house
- Worked in teams with site associates

EDUCATION

Graduate: High School Diploma

Park View High School, Sterling, Virginia

2018

Graduate: Liberal Arts, English AA

Northern Virginia Community College, Alexandria, VA

2018 – 2021

Graduate: Clinical Data Coding CSC

Northern Virginia Community College, Alexandria, VA

2021 – 2022

Continuing Work on Writing & Rhetoric, English BA

George Mason University, Fairfax, VA

2024-Present

Continuing Work on Professional & Technical Writing, English minor

George Mason University, Fairfax, VA

2024-Present