

# Clayvon Street



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(512) 230-9869

## EXPERIENCE

### Community Home Trust — File Clerk

06/2016 - 02/2017

- Data Entry
- Digital file production
- Met all deadlines prior to weekly staff meetings
- Assisting senior staff with file navigation

### Subway — Night Shift Lead (keyholder)

04/2018 - 05/2020

- Exceedingly fast paced environment
- Independent working and staff training
- 2 years of face to face customer service
- Problem Solving
- Cheery attitude towards customers and staff

### D.A Burns— Customer Receiving (keyholder)

06/2020-11/2020

- Level-headed in fast paced environment
- Quickly learn daily tasks and excelled quickly to training new hires
- Heavy data entry using excel spreadsheets which includes building rapport with customers and manage confidential information with enterprise database and kept track of customers items until emailing them upon service completion

## NOTABLE SKILLS

- Great communication skills.
- Works well under pressure
- Natural leader with a take-charge attitude
- Constant positive attitude
- Can type 45 words per minute

Developer Skills can be found here:

[LinkedIn](#)

[GitHub](#)

## EDUCATION

### Full Sail, online — Web Development, Bachelor's of Science

08/2020 - 05/2023