

Arielle Flores

JANE SMITH

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OBJECTIVE

A bright, well-organized employee who strives to provide the best customer service experience and is willing to fully utilize my leadership and training skills while significantly contributing to the company.

RELEVANT EXPERIENCE

Eastlake Church, Eastlake — *Pre-K Ministry Coordinator*

June 2023-September 2023

- Maintained a welcoming and inviting environment
- Managed volunteers and enrolled children in the Pre-K ministry
- Recruit, Train, and Lead a ministry team of volunteers
- Direct short meetings with volunteers
- Arranged volunteers in classrooms
- Be prepared to teach in classrooms when short-staffed
- Ensured volunteer and child safety
- Prepared content for Sunday morning lessons

Chick-fil-A, Eastlake — *Team Lead*

January 2021 - September 2022

- Managed Team Members and assigned positions
- Provided efficient training to new Team Members
- Assured order accuracy and food safety
- Maintained company standards and values
- Ensured the safety of Team Members
- Greeted Guests and provided excellent customer service
- Assisted in cash till
- Provided recurring issues or new protocols in Team meetings with Directors and Supervisors
- Maintained a clean and healthy working environment

SUMMARY OF SKILLS

2+ years of experience
resolving customer service
conflicts

2+ years of
communication-oriented
behavior

Detail oriented

Skilled in Safety
management

Organized environment

Ability to be a mentor for
peers

EDUCATION

Bonita Vista High School, Chula Vista — *High School Diploma*

July 2018 - June 2022

University of California San Diego, La Jolla

September 2022 - present

