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| Experience |
| Date of Employment : 2/1/2014 |
| Experience Ricky’s NY |
| New York, NY |
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| Customer Care Representative |
| * Answer Phones * Help Customers with queries * Handle multiple calls * Answer Emails * Invoice payments * Refund payments * Place orders |
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| Experience |
| Date of Employment : 1/1/2013 |
| Company name Shake Shack JFK |
| Jamaica , NY |
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| Customer Service/Server/Hostess |
| * Work to enhance customer service * Greet customer and serve product * Performed cashier abilities on cash register system * Stock product and Inventory control * Open and close store |
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| Experience |
| Date of Employment : 11/1/2012 |
| Company name Century 21 Department Store |
| NEW YORK, NY |
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| Cashier/Customer Service |
| * Greeting customers at point of sale * Handling cash and credit card transactions, exchanges, * Promoting company credit cards and gift cards. * Sales Cashiers also play a key role in helping to fill in and maintain our sales floor for ease of customer shopping |
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| Experience |
| Date of Employment : 2/1/2012 |
| Company name Ed’s Security |
| Brooklyn NY |
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| Personal Assistant to Owner |
| * Clean up working area * Run errands and make sure everything are running smoothly * Devising and maintaining office systems, including data management and filing * Screening phone calls, enquiries and requests, and handling them when appropriate * Dealing with incoming email and faxes accordingly. |
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| Academic Education |
| Dates of Attendance : 1/9/2008 To 1/9/2009 |
| Gramercy Arts High New York, NY |
| NY Major - Vocal Music |
| Dates of Attendance : 1/9/2009 To 1/9/2011  Brookly LAB High School  Regents Diploma |
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| References  Eastlyn Achee – 780-3414  Lorilee Madeira Williams -484-2237 |