Bridget Balkaran

Johnathan Trace, Cunupia

[www.Bridgetbalkaran@hotmail.com](http://www.Bridgetbalkaran@hotmail.com)

Phone : 7397541

# Skills

Highly effective at anticipating and accommodating customer needs.

Friendly, punctual and enthusiastic team player. Hardworking server who thrives under pressure and goes above and beyond to create unforgettable guest experiences.

Customers oriented server with excellent interpersonal and communication skills.

Delivering prompt and friendly service to all customer. Maintains a positive attitude and a great sense of humor during peak Hours.

High Energy

Quick Problem Solver

Committed Team Player

Flexible Schedule Capability

**EXPERIENCE**

* Rum Rhunners November 2016

# Education

St. Augustine Secondary 2008-2013

Mathematics 3

English A 2

English B 1

Principles of businesses 4

Principles of accounts 4

Edpm 2

Office administration 2

College Of Business And Computer Science (CTSC) 2014

# Awards and Acknowledgements

 have demonstrated the ability to effectively handle situations or inquiries while working within policy, procedures and standard processes. You will find I am detail oriented and able to analyze, prioritize and resolve client requests or issues quickly and effectively. I possess excellent communication skills both oral and written.

I have remarkable interpersonal, organizational and time management skills. I am well versed in all the Microsoft Office suite applications. Furthermore, I learn new applications quickly and efficiently. I am able to support team goals along with finishing my assigned tasks which makes me a perfect fit for a multitasking environment such as yours.

This summary, as well as my resume, cannot adequately communicate my qualifications in-depth; I look forward to meeting with you to discuss why I would be an asset to your institution. I am available to schedule an interview at your earliest convenience by phone or email.