Bridget Balkaran

*Johnathan Trace, Cunupia*

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*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***

* *BARC Enterprise 2013*
* *Rhum Runners 2017*

***St. Augustine Secondary 2008-2013 Qualificationw***

*Mathematics 4*

*English A 4*

*English B 4*

*Principles of business 4*

*Office Administration 2*

*Electronic Document Preparation And Management 2*

  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.