
2020

Deborah Salvodon

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OBJECTIVE

Seeking a part-time job as a data analyst where I can use and develop my skills in problem-solving skills, communication, and analytical thinking abilities.

EDUCATION

Parkland High School, Allentown, PA

September 2015 - June 2016

Homeschool, Allentown, PA

September 2016 - June 2019

Liberty University Online

Fall of 2019 - Present

JOB EXPERIENCE

Cracker Barrel, Fogelsville PA – *Hostess*

October 2017 – June 2018

- Maintained a clean, organized workspace and regular, punctual attendance.
- Always greeted guests in a warm, hospitable manner in arranged seating in the most organized fashion.
- Ensure that all available tables are clean and adequately prepared and performed guest service by greeting guests and seating all as promptly as possible.
- Maintain a calm demeanor during periods of high volume or unusual events to keep store operating to standard and to set a positive example, while exhibiting professional, sincere hospitality toward all guests at all times.
- Followed Cracker Barrel Old Country Store operational policies and procedures, including Safety and Security, to ensure the safety of all employees and guests during each shift, and carefully monitored the

operation of the store and assisted the manager and identifying and solving present and potential guests problems.

- Served 200 guests during a rush-hour period.

Chick Fil A, Allentown, PA - Front Counter

November 2017 - May 2019

- Use our CORE 4 model to serve guests: eye contact, smile, speak enthusiastically, stay connected.
- Provide Second Mile Service, going above and beyond to ensure excellent customer service.
- Strive to build great relationships with co-workers, as all positions require teamwork.
- Take orders on registers, providing correct change to customers
- Quickly bag and deliver food with order accuracy.
- Keep all condiments, cups, drinks, dessert, and other stations stocked.
- Maintain a clean working environment.
- Maintain strict adherence to the Food Safety procedure.
- Follow procedures to ensure Operational Excellence.
- Served 115 guests during a rush hour period

Hobby Lobby, Allentown, PA - Cashier

November 2019 - Present

- Operate cash registers, bag products, and greet customers
- Interact with guests and ensure they have a pleasant experience
- Aid other employees with their departments, stocking, and warehouse responsibilities
- Served 400 guests during a rush hour period

Coretronix Technologies, Allentown, PA – Side Job/Projects

[TechCatering]

May 2019 – Present

- Researched and created a virtual Microsoft PowerPoint presentation to provide training to n-users on how to use Microsoft Teams using the web browser extension or the app during the COVID-19 environment.
- Provided time-billing analysis reports for technical professional services performed for various clients.
- Assisted with importing mailbox usage via basic visual scripts to provide various departments' mailbox usage reports for over a 1,000 mailboxes via using pivot tables in Microsoft Excel.

Nanny, Allentown, PA - Child Care

June 2015 - Present

- Von Holt Family
 - 6-year-old son and 2-year old daughter

EXTRACURRICULAR ACTIVITIES

U 16/19 Girls' Soccer - *Grades 9, 10, 11, 12*

Practice - 3 hours a week | Games - 2 hours and a half weekly

- Play mainly defensive backfield; Co-Captain/Team Leader

Children's Skyrocket Ministry - *Grades 9, 10, 11, 12*

Serve 4 months out of the 12-month calendar | Serve 1 hour and a half weekly

- Help serve as a leader and small group leader for our individual group sessions.

Children's Special Needs Ministry - *Grades 9, 10, 11, 12, Freshman in College*

Serve 8 months out of the 12-month calendar (3 weeks in 1 month) | 1 hour and a half weekly

- Help serve as a leader and as an assigned assistant to watch/take care of the kids.

Student Leadership - *Grades 10, 11, 12*

Serve all 12 months of the yearly calendar | 4 hours weekly | Monthly meetings: 3 hours

- As a part of the student leadership team, I represent as a leader to the other teens in our youth group. I am required to show at all young group-centered activities and participate in our monthly meetings. While I grow in my relationship with Jesus Christ, I fellowship and build relationships with my other brother and sisters in Christ. I also act as the youth photographer, and as a part of the connection team, I make "newcomers" in our youth group feel welcome.

Girl's Quest Club - *Grades 10, 11, 12*

Participate weekly on Wednesdays | 9 months out of 12-month calendar | 1 hour and a half

- We are taught in lessons from the Bible. We listen to testimonies from other women who attend our church, and we do local outreach programs. For example, we make pretzels for college students, build shoeboxes from the shoebox organization, and participate in the Truth for Women Home foundation.

Food Pantry - Freshman in College

Participate once a week

- Help serve with a local community church to pass out food and supplies to all families in need.

SKILLS | HONORS/AWARDS

- Determined Worker. Able to step-up in leadership positions. Work well with others. Listens attentively and follows directions. Knowledgeable in computers and programs such as (Microsoft Word, Excel, PowerPoint). Fluent in French and Haitian Creole
- Liberty University Online – Dean's List (2019 - 2020)
- Member of the National Society of Collegiate Scholars – 2020
- Parkland High School STARS - 2016
- Principal's Award - 2015
- President's Education Awards Program in Recognition of Outstanding Academic Excellence - 2015
- President's Education Awards Program in Recognition of Outstanding Academic Achievement - 2012
- Student of the Month at Springhouse Middle School - 2012; 2014; 2015