

ELDER MEJIA

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Professional Summary

Hardworking employee offering a positive attitude and works well independently or with others as a team. Focused on greeting all customers in a friendly, welcoming manner. Outgoing and possesses strong communication and time management skills.

Skills

- Cleanliness
- Computer proficiency
- Customer-oriented
- Quick learner
- Good telephone etiquette
- Organized multi-tasker
- Friendly and helpful
- Fast and efficient service worker

Work History

Delivery Person , 10/2015 to 08/2016

Pita & Pizza – 61 Wicks Rd, Brentwood, NY 11717

- Managed food delivery by providing smooth, efficient, and fast transportation of people's food
- Verified that prepared food met all standards for quality and quantity.
- Consistently provided friendly service and heartfelt hospitality.
- Assisted in taking food orders, answering the phone and helped customers in a polite way.

Cleaner, 04/2016 to 08/2016

Mayco Building Services Inc. – 1 Huntington Quad 2s04 Melville, NY 11747

- Cleaned in and around the buildings, prioritizing safety at all times.
- Cleaned building floors by sweeping, mopping, scrubbing and vacuuming.
- Cleaned windows, glass partitions and mirrors using soapy water, surface cleaner, sponges and squeegees.

Education

High School Diploma: 2016

Brentwood Highschool - Brentwood, NY

Bachelor of Science: Computer Science, Current

University at Buffalo - Buffalo, NY

References

Available upon request.