

Britni Burrell

Lancaster, TX 75146
britnib18@gmail.com
4696430493

Reliable self-starter who can be counted on to complete assignments with little or no supervision. Experienced in customer service, general office support and food service. Works well in fast paced environments, handling a wide variety of tasks. A team player with interpersonal and strong communication skills. Diverse background includes, but is not limited to, customer service orientation, and great computer skills. Seeking the best opportunity to grow and utilize my potential to the fullest to achieve the organization's goal while achieving my personal goals.

Authorized to work in the US for any employer

Work Experience

Nutrition Services Aide

UT Southwestern Medical Center - Dallas, TX
October 2015 to September 2017

- Monitor and restock supplies and food items as necessary to maintain inventory.
- Notify kitchen personnel of shortages or special orders.
- Clean kitchen appliances, and work areas to ensure cleanliness.
- Demonstrates knowledge and understands infection control by using proper sanitation procedures.
- Select food items from serving or storage areas, and place them in dishes or serving trays.

Overnight Stocker

Walmart - Duncanville, TX
September 2015 to October 2015

- Loaded perishable items on shelves or climate controlled coolers in a timely manner.
- Put out new merchandise in an orderly fashion and keep shelves neat for customers.
- Assisted customer service associates with restocking abandoned or misplaced items.
- Collected carts or helped with other task when stocking was complete.

Research Interviewer

Nielsen - Dallas, TX
April 2015 to July 2015

- Conduct research to gather information about survey topics.
- Persuade respondents to participate in the survey.
- Maintain confidentiality of procedures, scripts, and respondents information.
- Followed strict guidelines for obtaining unbiased data.

Server

Logan's Roadhouse - Lancaster, TX
May 2014 to April 2015

- Reputation for putting guests at ease and maintaining composure in stressful situations
- Talented at serving food safely and securely

- Dedicated to providing a positive and memorable experience for all guests
- Successful multitasking while remaining professional and courteous in a fast-paced environment.

Sales Associate

Walmart - Lancaster, TX

May 2013 to December 2013

- Answered customer calls quickly
- Operated cash register when needed
- Gave assistance to front end associates with cost checks
- Ensured that merchandise was correctly signed and priced
- Remained well informed regarding all areas of the store

Hostess

Logan's Roadhouse - Lancaster, TX

September 2011 to May 2013

- Greet guest and patrons personally and over the phone
- Maintain clean and organized tables and work area
- Handled cash and performed credit card transactions
- Received To-go orders over the phone

Sales associate

citi trends - Lancaster, TX

May 2012 to August 2012

- Recommended merchandise based on individual requirements.
- Answered customers questions and concerns.
- Maintained work area in terms of cleanliness and hygiene.
- Engaged customers in order to provide to them what they need in terms of product and quality services.
- Handled cash and performed credit card transactions.

Education

high school diploma

desoto high school - DeSoto, TX

2005 to 2009

El Centro college - Dallas, TX

Skills

Microsort Office Suite including Word, Powerpoint, and Excel. Typing 40wpm. General clerical skills (faxing, filing, etc.)

Assessments

Customer Focus & Orientation — Proficient

August 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_assignment/crfq7c12-abx4cef

Attention to Detail — Familiar

August 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_assignment/6aw9bv14tjnb7yx

Basic Word Processing with Microsoft Word — Familiar

August 2019

Measures a candidate's knowledge of basic Microsoft Word techniques for word processing, including the use of tools to format or edit text.

Full results: https://share.indeedassessments.com/share_assignment/3st7spodtzwpgrhp

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