

Jazmine Durley

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I am very people oriented. I've worked around many people and have dealt with many different attitudes in my past careers, and I believe this helps me come to term with different obstacles placed in front of me. I have an attitude that is perceived as dedicated and committed, and I hope to receive a job that will help me excel in the areas of my interest.

Authorized to work in the US for any employer

Work Experience

Hostess/Server/Secretary

Presbyterian village north - Dallas, TX

September 2014 to Present

Skills Used

Customer service, serving, dietitian, data entry, catering, prep, host events, organize reservations, secretary, general office skills, knowlegde of knowing how to use POS system

Food Server/Customer service rep

Dine Right @ Cedar Hill Life School

August 2013 to May 2014

Duties: customer service, dietician duties, food prep, data entry, money management

Assistant/Customer Relations Rep

VTH Financial Services

January 2010 to August 2013

Duties: Customer service position, handled paper work, tax prep, data entry, inbound calls, outbound calls, file organization, general office duties

Education

Cedar Valley Community College

2012 to 2013

Desoto High School

2008 to 2012

Additional Information

QUALIFICATIONS

I am very qualified for many jobs. I have excelled and taken it upon myself to take classes that range from business management, and human relations. I have worked for jobs that granted me the ability to gain skills that qualify me for manual labor, customer service and warehouse positions.