zaveaire calvin, Cda

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|  | 4722 Meadow st. Apt 1401 Dallas, TX | 318-512-2010 | Zaveaire3@live.com |

Summary

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|  | I’m highly organized and Independent; skilled in customer service and staying calm under pressure. A team leader and self-motivated, fast learner. With a personability for the job. |

Computer Skills

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|  | Languages   * English |
|  | Software   * Microsoft Office 2016 * Internet Explorer * Power point * MS Word * MS Excel * Google spread sheet * Google drive * Quick books * Dentrix |

Experience

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| August 2018-current  July,2018 -August,2018 | Kwon Dental, DEntal assistant  I was trained to sterilize all tools needed as well as check in and take vitals of patients. After wards if needed take a pa or x-ray. I also assisted the doctor in root canals, fillings, and 1-hour crowns.  Court SPECIALIST, EZ messenger.  I electronically file court affidavits for the Texas attorney general’s office, while following all state and federal laws. As well as HIPPA guidelines to ensure none of our clients’ information is compromised. I also do court follow up for the cases that have not been processed. |
| October 2017-May,2018 | Manager, Clean and green luxury cloth diaper service  I’m responsible for the success of my team and making sure our day to day tasks get completed. Which include meeting a monthly goal to gain 10 customers, payroll, marketing, social media marketing, cloth 101 classes, being familiar with our delivery routes. Making sure our clients are satisfied. Laundering all of our client’s diapers and hanging them to dry. Keeping supplies stocked as well as money to wash. Fulfill the daily necessities of the company. |
| December 2016-october 2017 | Front desk assistant, Gideon math and reading learning center   * Open the center before everyone arrives, Make daily work schedules, check emails along with voicemails about inquiries to the program, Take tuition payments, answer any incoming and make needed outgoing phone calls. Place the needed inventory orders, and clean and make sure my team is doing their job well. |

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| March 2013-August 2013 | Server, Don Pablo’s Restaurant   * Serve our guest with a smile and in a timely manner while also serving up to 5 other tables, Make sure to constantly keep a clean working area. |

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| June 2012-January 2013 | Security Guard, Security Forces Inc.   * Secure the outside and inside perimeter of the building stationed, monitor cameras while stationed at the desk. Report and document every thirty minutes to an hour. |

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| March 2011- June 2012 | Sales Associate, Marie’s *Medical Scrubs*   * Size and fit customers in the correct size scrubs, make all outgoing calls regarding special orders placed. Stock and keep the store stocked at all times. |

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| November 2009-March 2011 | Cashier, Little *Caesars Pizza*   * Open the registers for the day as well as close them at night. Service every customer with great customer service every time. |

Education

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| 2007-2011  2018-Current | West Monroe High School- High school diploma  Mountain View Community College-Dental Assisting. |
| Certifications  Certified dental assistant-2018  CPR-2018 |  |
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